UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 7, 1974

MEMORANDUM TO ALL EMPLOYEES

Establishment of U.S. Agricultural Service Centers

On November 21, 1973, Secretary Butz announced plans to establish U.S. Agricultural Service Centers at the local field office level. Initially the Agricultural Stabilization and Conservation Service, the Soil Conservation Service, the Farmers Home Administration, and the Federal Crop Insurance Corporation local offices will be incorporated into the Centers. Other USDA Agencies with offices in the locale served by the centers will be invited to house their personnel within the centers. These Centers will be established to offer one-stop service for persons participating or interested in USDA programs. The Centers will be located near trading areas where farmers and other rural residents generally conduct business. Agencies within a Center will share common housing, a common entrance, a common telephone system, a common receptionist, and some common office equipment. In addition to providing services more effectively at the local field office level, this program will provide a basis for locating all USDA offices concerned with rural development in single field offices. A background statement regarding the program is shown on the reverse of this memorandum.

The Office of Field Operations on my staff will develop guidelines for establishing these Centers. A State Administrative Committee composed of state directors, etc., of ASCS, SCS, FHA, and FCIC will work within these guidelines to develop and implement statewide relocation plans. The initial planning and implementation will begin in January 1974.

The establishment of Centers will mean that some of our present offices must be relocated. However, there will be no reduction-in-force because of these office relocations; employees affected by the establishment of Centers will be offered positions within the Department. It must be recognized that some of the placement offers will require relocation beyond the local commuting area. Every effort will be made to assist those employees who cannot relocate to find Federal employment within their commuting area.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

NATIONAL BACKGROUND ON USDA FIELD OFFICES

History:

Since the 1930's a large and complex field office structure has developed in individual USDA Agencies with little or no coordination in facilities, equipment and programs. The efficiency and economy with which this segment of the Department's resources are managed has long been a concern of the Secretary's office. In 1962 a program was initiated to give emphasis and substance to this concern. In the 11 years since this program was started, some real progress was made. Some centralized location affecting 54 percent of counties with USDA offices has been achieved. But the degree lacks uniformity, is not a national effort and does not achieve maximum efficiency.

Motivation:

Farmers have been asked to use new farm programs and go all-out in food production. With farms growing larger in size and more distant, farmers are planting and harvesting more acres and need more time to concentrate on marketing. They have less time to run from one USDA office to another as now required because of the lack of centralized USDA services.

USDA needs to bring its field delivery system out of the 1930's and into the 1970's and provide farmers efficient "one-stop-service."

The Rural Development Act calls for location of all units of the Department concerned with rural development in single field offices and "the interchange of personnel and facilities in each such office to the extent necessary or desirable to achieve the most efficent utilization of such personnel and facilities and provide the most effective assistance in the development of rural areas."

Major Impact:

The development of local U.S. Agricultural Service Centers throughout the Nation has been initiated to give farmers, ranchers and other rural residents the most efficient and streamlined service possible.

The four USDA agencies have been selected to participate in the U.S. Agricultural Service Center program because their field structures include the most county-level offices and on a geographic basis they offer the most potential benefits to clientele of service centers. About 7,800 offices at the local or county level in similar geographic areas will be affected.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 9, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Acting Director of Investigation and

Acting Director of Audit

Effective immediately, Mr. L. L. Gast will serve as Acting Director, Office of Investigation; and Mr. Leonard H. Greess will serve as Acting Director, Office of Audit.

Earl L. Butz

Secretary of Agriculture

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

Distributed By AMS, AS,
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January 10, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Rock Creek Advisory Committee

NAME. A new Forest Service advisory committee is hereby established under the name of Rock Creek Advisory Committee.

OBJECTIVES AND SCOPE. To obtain advice on Forest Service management of the Rock Creek drainage area in the Deerlodge and Lolo National Forests, Montana. Committee members, who will be well-informed on environmental, social, and economic aspects of manage ment in the drainage, will provide a forum for discussing programs, policies, and planning. They will assist in developing and reviewing management alternatives which consider the capabilities of the land and needs of the people from a local, regional, and national standpoint.

TIME PERIOD. The committee is established for a period of two years, from date of this memorandum, with option to renew.

REPORTING AND SUPPORT. The committee will report to and receive support from the Deerlodge National Forest, Region 1, Forest Service, Department of Agriculture.

DUTIES. Members will advise the Forest Supervisors of the Deerlodge and Lolo National Forests of their views and recommendations concerning all aspects of the Rock Creek drainage. Members will attend all meetings, or request their alternate to attend. They may recommend items for inclusion in the agenda.

MEMBERSHIP. The committee shall be composed of representatives of interested groups concerned with resource management in the Rock Creek drainage area. One member and one alternate will be appointed for each organization invited to participate. The Forest Supervisor of the Deerlodge National Forest will serve as chairman. Term of membership shall be for 2 years. In case of vacancies, the alternate member will be appointed to member status.

MEETINGS. The committee shall meet every 2 months, and more frequently if deemed desirable by the chairman.

Meetings will be scheduled to accomodate the members, and will normally rotate between Missoula and Philipsburg, Montana. Occasional field trips may be scheduled. All meetings will be open to the public.

EXPENSES. Members will serve without pay or reimbursement for travel expenses. For occasional field trips, the Forest Service will provide Government transportation, meals, and lodging. Government transportation will also be available to and from Missoula and Philipsburg from a central collection point.

Estimated annual operating cost of committee - $1,000
Estimated man-years of staff support - less than 1/10

TERMINATION. The committee will terminate 2 years from date of this memorandum, unless the Secretary determines not more than sixty (60) days prior to the termination date that continuation is in the public interest.

This memorandum also serves as a charter of the Rock Creek Advisory Committee, in compliance with Public Law 92-463.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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Directives Branch
A.D

February 1, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Establishment of Offices and Designation of Acting Directors

Pursuant to the authority contained in Secretary's Memorandum No. 1836, there is established the Office of Operations, the Office of Automated Data Systems, and the Office of Management and Finance. John J. Keaney is designated Acting Director, Office of Operations; Melvyn R. Copen is designated Acting Director, Office of Automated Data Systems; and Jerome A. Miles is designated Acting Director, Office of Management and Finance.

All of the above shall be effective upon publication in the Federal Register of the respective delegations of authority to such Offices.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

Distributed By AMS, AS,
Directives Branch
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February 1, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

New Safety Emphasis Campaign - "Safety '76"

On December 5, 1973, President Nixon announced a new program for Federal personnel called "Safety '76" (see copy on reverse). The program builds on achievements of the now completed "Zero-In on Federal Safety" program. It is aimed at further reducing the incidence of Federal employees' injuries and illnesses.

A new injury-illness prevention theme will be introduced into "Safety '76" approximately each six months and will be implemented Government-wide. The Secretary of Labor has designated the first six months of 1974 for emphasis on reduction of motor vehicle accidents involving Government employees. Agency heads are asked to implement action on emphasized accident prevention themes as they are announced by the Secretary of Labor. Specific activity should be tailored to individual Agency needs.

I urge all of you to join with me in supporting the "Safety '76" program and emphasizing the specified themes at all levels of employment.

Earl L. Butz
Secretary of Agriculture

THE WHITE HOUSE

WASHINGTON

December 5, 1973

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

As you know, December 31 will mark the end of the "Zero In on Federal Safety" campaign, the second phase in our long-term effort begun in 1965 to improve health and safety conditions on the job for all of the 2.6 million men and women employed by the Federal Government. The "Zero In" program, together with its predecessor, "Mission Safety - '70", achieved a notable success in reducing the rate of work-place injuries among Federal employees by 16 percent since 1965. As a result of this reduction some 46,000 injuries have been averted over the last 7 years. Besides the incalculable human benefits involved, it is estimated that this sharp improvement in Federal job safety saved taxpayers nearly $40 million over the 7-year period.

In order to build on these encouraging gains, I have directed the Secretary of Labor to launch a new 3-year followup campaign which will take up where the "Zero In" program leaves off. This new campaign, to be called "Safety '76" will begin on January 1, 1974, and continue through America's Bicentennial year of 1976. Guidelines for the "Safety '76" program will be issued shortly by the Labor Department.

I ask you to help make this program work by instilling a new measure of safety consciousness in all the employees of your department or agency. As the Federal establishment moves step by step toward improving our safety record, we will better not only the lives of workers on Government payrolls, but also -- through the example we set for the private sector -- the lives of all Americans who work for a living.

Richard Nixon

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

Distributed By AMS, AS,
Directives Branch
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February 1, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Acting Assistant to the
Secretary for Intergovernmental Affairs

Effective Monday, January 28, 1974, Mr. James S. Wood will serve as Acting Assistant to the Secretary for Intergovernmental Affairs.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 8, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Department EEO Plan for 1974

Attached is a copy of our approved Department Equal Employment Opportunity Plan for 1974. Representatives of the Agencies, of various employee groups concerned with equal employment opportunity, and of recognized unions were consulted in the development of this Plan.

Agency EEO officials are responsible for a number of items in the Department EEO Plan. Activity under these items will be monitored through quarterly statistical reports and semiannual narrative reports.

Earl L. Butz

Secretary of Agriculture

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

EQUAL EMPLOYMENT OPPORTUNITY PLAN

CALENDAR YEAR 1974

This Plan has been designed to provide meaningful progress in Equal Employment Opportunity within the Department of Agriculture for Calendar Year 1974.

Director, Equal Employment Opportunity
JOSEPH R. WRIGHT, JR.

Secretary of Agriculture
EARL L. BUTZ

U. S. Department of Agriculture
14th & Independence Ave., S. W.
Washington, D. C. 20250

U S D A G O A L S

The following are goals established for USDA for 1974. These goals are to be achieved within the context of the merit system.

Each USDA Agency shall establish its own goals based on a study of available skills in the workforce and expected vacancies. It is not expected that Agency goals, particularly for professional positions, will precisely match Department-wide goals.

GOALS FOR PERMANENT FULL-TIME HIRES

Clerical Positions	Minority Hires: 28%
Lower-level Technical Positions (Positions for which college education is not required although some special experience may be required or highly desirable.)	Minority Hires: 30% Women Hires: 51%
Aministrative or Upper-Level Technician Positions (Positions for which a college college education, although no specific major field of study, or passage of FSEE examination is generally expected at entry level)	Minority Hires: 11% Women Hires: 40%
Professional Positions (Positions for which specific college-level education is required at entry level)	Minority Hires: 3% Women Hires: 15.5%

INTRODUCTION

The U.S. Department of Agriculture Equal Employment Opportunity Plan for 1974 is designed to identify specific actions which can realistically be accomplished within calendar year 1974.

Ongoing personnel activities which can contribute to the success of the EEO Program but which are part of a supervisor's, manager's or personnel officer's regular duties are not intended to be specifically covered in the Plan's action items.

Merit Policy

All items within the EEO Plan are to be carried out in full compliance with the merit system. All hires, promotions, selections for upward mobility training will be made through competitive procedures and will be based on qualifications and merit without regard to the race, color, religion, sex, or national origin of the candidates.

EEO Responsibilities

A. DEPARTMENT LEVEL EEO OFFICIALS

1. Director of Equal Employment Opportunity. The Assistant Secretary for Administration is the Director of EEO. The Director of EEO will set policy direction for the Department's EEO Program, will issue decisions on individual EEO complaints appealed to him and decisions on all third-party discrimination complaints. The Director of EEO will approve all major procedures and regulations on EEO, including the Department's EEO Plan, before they are issued. He will also approve all Agency EEO Plans.

2. Upward Mobility Board. The Upward Mobility Board will be composed of three Assistant Secretaries or Group Directors, the Director of Personnel, the Director, OEO, employee representatives and other designated employees. The Board will monitor the Upward Mobility Program, advise on program content, and assure that necessary policies and procedures are in effect.

3. Director of Personnel. The Director of Personnel will perform all EEO staff work for the Director of EEO and for the Upward Mobility Board. He will prepare all plans, procedures, and regulations in consultation with the Director of the Office of Equal Opportunity for the approval of the Director of EEO. The Director of Personnel will prepare all decisions on EEO complaints for the Director of EEO. The Director of Personnel will issue all operational instructions on the EEO Program. The Office of Personnel shall include an EEO staff whose chief shall serve as the major OP representative on EEO.

4. Federal Women's Program Coordinator. The Federal Women's Program Coordinator will be a member of the EEO staff in the Office of Personnel. This Coordinator will work with the EEO Staff Chief and Agency FWP Coordinators on the implementation and review of the EEO Program to assure adequate coverage of the concerns of women.

5. Sixteen Point Program Coordinator. The Sixteen Point Program Coordinator will be a member of the EEO staff in the Office of Personnel. This Coordinator will work with the EEO Staff Chief and Agency 16-Point Program Coordinators on the development implementation and reviews of the EEO Program to assure adequate coverage of the concerns of those of Spanish descent.

6. Inspector General. The Inspector General shall investigate all EEO complaints within the Department of Agriculture. He shall include equal employment opportunity in appropriate audits of USDA Agencies and field units. The Inspector General may conduct special audits or investigations of EEO matters at the request of the Director of EEO.

7. Director, Office of Equal Opportunity. The Director of the Office of Equal Opportunity will make recommendations to the Director of EEO on complaints decisions prepared by the Director of Personnel. The Director OEO will also have an opportunity to submit comments on plans, procedures, and regulations to the Director, OP, before those plans are issued.

8. Department EEO Committee. An EEO Committee composed of employees of various Agencies, races, grades, sexes, and job types will meet and informally advise the Director of EEO on the effectiveness of the Department's EEO Program and any necessary changes in the program. Nominees for this Committee will be selected from Agency EEO Committees and from employee groups. The Department's FWP Coordinator and 16-Point Program Coordinator will be members of this Committee.

B. AGENCY LEVEL EEO OFFICIALS

Equal Employment Opportunity Officer (EEOO). Each Agency head is the Equal Employment Opportunity Officer (EEOO) for his Agency. Each EEOO is responsible for the proper implementation of the Department's EEO Program within his Agency, including the development and issuance of supplemental instructions on the EEO Program to subordinate units and the development of an Agency EEO Plan for each year. In EEO matters, the EEOO reports to and is under the direction of the Director of EEO.

EEO Coordinators. Each Equal Employment Opportunity Officer shall appoint an EEO Coordinator. The EEO Coordinator shall be the principal staff officer for EEO in the Agency and shall be responsible to the EEOO for the overall implementation of the EEO program within the Agency.

Deputy Equal Employment Opportunity Officers (DEEOO's). Each EEOO shall appoint a Deputy Equal Employment Opportunity Officer for each major field organizational unit and as many other DEEOO's as appear necessary. The DEEOO's shall be responsible for exercising leadership over the operation of the EEO Program within their area.

Agency Federal Women's Program Coordinators. The Agency FWP Coordinators shall advise the EEO Officer on the development and implementation of the Agency EEO Program as it affects women.

Agency EEO Committee. These Committees shall be composed of employees of various grades, races, sexes, and job types. The Committee shall advise the EEO Officer on the effectiveness of the Agency EEO Program. The Agency FWP and 16-Point Program Coordinators shall be members of the Agency EEO Committees.

Agency 16 Point Program Coordinators. The Agency 16-Point Program Coordinators shall advise the EEO Officer on the development and implementation of the Agency EEO Program as it affects those of Spanish descent.

EEO Counselors. EEO Counselors shall counsel employees who contact them with an EEO complaint and shall attempt to reach an informal resolution of their complaint. They shall inform aggrieved employees of the procedures for filing a formal EEO complaint and shall submit a complete report of their counseling when advised that an employee has filed a complaint.

Agency Personnel Officers. Agency Personnel Officers are responsible for working with and providing technical advice to the EEO Coordinator to carry out all aspects of the EEO Program.

C. OTHERS

Managers and Supervisors. All managers and supervisors are responsible for affirmatively carrying out the EEO Program within their unit. They shall provide equal opportunity within the merit system for all employees or applicants in placement, promotion, training, reassignments, details, and awards. They shall insure that their unit provides a working environment which is conducive to progress in EEO. Supervisors shall see that all employees receive proper orientation, including an explanation of the EEO complaint system, and identification of the EEO Counselors. Supervisors shall offer new employees aid in solving housing and

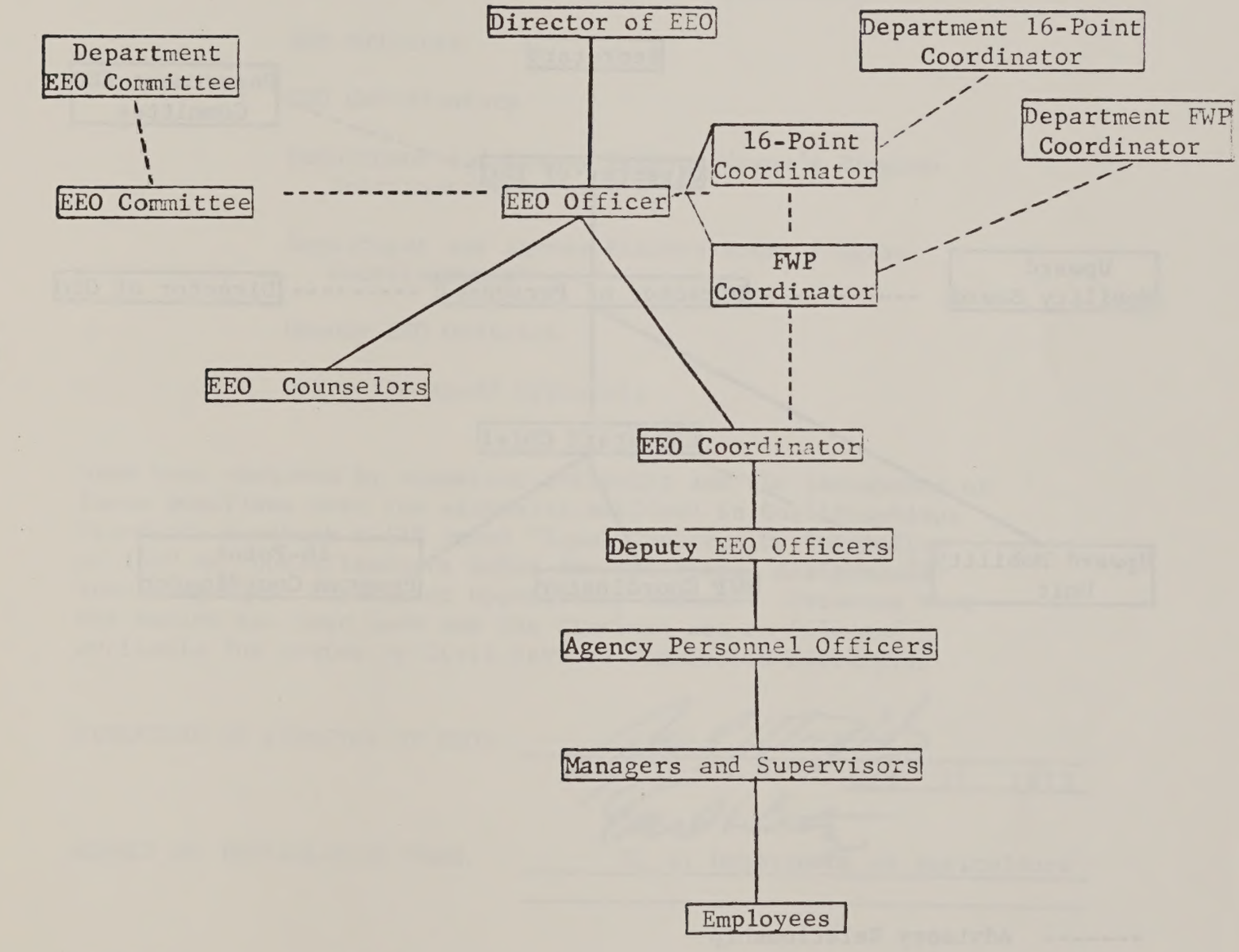
transportation problems. As part of the performance evaluation system, supervisors will offer employees career guidance including advice on training to improve employees' performance in their present jobs and shall, if necessary, refer employees to career counselors for advice on development activities needed to move into another career area.

Unions and Employee Groups. Representatives of unions and employee groups shall serve on the Upward Mobility Board and on the Department's EEO Committee. They shall provide comments and suggestions on the EEO Program and shall serve as one method of keeping employees informed of the of the EEO Program.

Employees. All employees should keep informed of the EEO Program. They should advise the Federal Women's Program Coordinator, 16-Point Program Coordinator, and EEO Committee members of the issues of concern to them. They should cooperate with EEO Counselors in their attempts to informally resolve complaints and with investigators working on formal complaint.

EEO ORGANIZATION CHART

AGENCY LEVEL

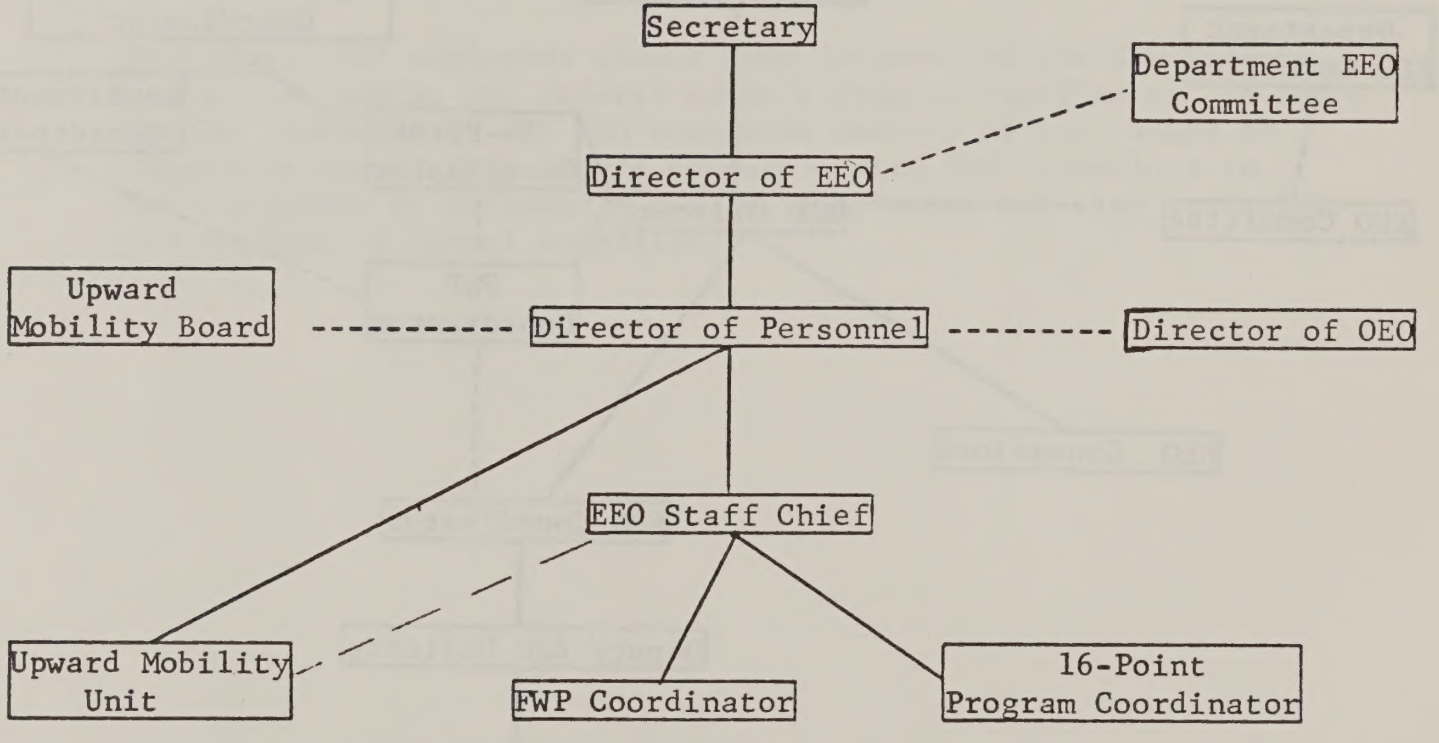


------- Advisory Relationship

_____ Direct Reporting Line

EEO ORGANIZATION CHART

DEPARTMENT LEVEL



------- Advisory Relationship

_____ Direct Reporting Line

REPORT OF QUALIFICATIONS OF PRINCIPAL EEO OFFICALS

I certify that the qualifications of all staff officials concerned with administration of the EEO Program including the following:

Director of Equal Employment Opportunity

EEO Officers

EEO Coordinators

Department and Agency Federal Women's Program Coordinator(s)

Department and Agency Sixteen-Point Program Coordinator(s)

Deputy EEO Officers

Other EEO Staff Officials

have been reviewed by competent authority and the incumbents of these positions meet the standards outlined in Qualifications Standards Handbook X-118 under "Equal Opportunity Specialist GS-160" or "Qualifications Guide for Collateral Assignments Involving Equal Employment Opportunity Duties." Evidence that the review has been made and its findings are on file and available for review by Civil Service Commission officials.

SIGNATURE OF DIRECTOR OF EEO: _____

DATE: Oct. 31, 1973

AGENCY OR INSTALLATION NAME: U. S. Department of Agriculture

ADDRESS: 14th Street & Independence Ave., SW
Washington, D.C. 20250

ALLOCATION OF PERSONNEL AND RESOURCES FOR EEO

A. Total Number of All Employees: 78,450

1. (Includes Headquarters offices and Bureaus and similar subordinate components.)

2. Total Number of All Field Employees: 67,352

B. Total Number of EEO Program Personnel:

1. HEADQUARTERS: 303

	Full-time	Part-time
Director of Equal Employment Opportunity		1
Equal Employment Opportunity Officer(s)		29
Federal Women's Program Coordinator(s)	1	29
Sixteen-Point Program Coordinator(s)	1	29
Other EEO Office or Staff Officials	15	59
EEO Counselors		61
Discrimination Complaint Investigators		10 **
Others	6 *	61

2. FIELD: 1637

Equal Employment Opportunity Officer(s)		224
Federal Women's Program Coordinator(s)		162
Sixteen-Point Program Coordinator(s)		64
Other EEO Office of Staff Officials	10	328
EEO Counselors		399
Discrimination Complaint Investigators		225 **
Others		225

* Includes OP Upward Mobility Unit

** Represents Investigators who would be available to handle discrimination cases. Not all investigators may actually handle an EEO case during the year.

C. Personnel and Fiscal Resources

1. HEADQUARTERS	Man-Years	Dollars*
EEO Counseling	6.26	101,034
Complaint Processing	6.12	188,711
EEO Program Administration	36.77	721,544
EEO Subject-matter Training	11.02	215,131
Upward Mobility Training and Education	10	1,160,250 **

Remarks: _____

2. FIELD	Man-Years	Dollars*
EEO Counseling	38.59	692,847
Complaint Processing	10.32	240,186
EEO Program Administration	161.81	2,860,192
EEO Subject-Matter Training	57.76	1,011,137
Upward Mobility Training and Education	10	1,135,574 **

Remarks: _____

* (Include the dollar cost for salaries and benefits and other expenses such as travel, transcripts, all reimbursement fees for EEO Investigators and EEO Complaint Examiners, etc.)

** Include all costs involved in formal and on-the-job training relative to Upward Mobility Program efforts.

NAME AND ADDRESS OF AGENCY U.S. DEPARTMENT OF AGRICULTURE
14th Street & Independence Ave., SW
Washington, D.C. 20250

SIGNATURE OF SUBMITTING OFFICIAL: John R. Block Jr.

DATE: October 31, 1973

ACCOMPLISHMENT REPORT

This report covers accomplishments under the U.S. Department of Agriculture 1973 Equal Employment Opportunity Plan. Information used in this report is collected from semi-annual progress reports from USDA Agencies and from statistical reports prepared at a central computer center. Because of the timing of this report, information could be collected from the Agencies and from the computer for only a six-month period.

The information in this report is divided into the eight categories used in the 1973 USDA EEO Plan.

I. Organization and Resources to Administer the EEO Program

An Equal Employment Opportunity staff was established in the Office of Personnel to carry out the staff functions of the Director of Equal Employment Opportunity and to provide guidance to the USDA Agencies in the implementation of their EEO Programs. A full-time Coordinator for the Sixteen-Point Program for Spanish-Speaking Americans was appointed to the EEO staff.

Each Agency in the Department was required to designate an EEO Coordinator, a full-time Coordinator if they had 1,000 or more PFT employees or a part-time Coordinator if they had less than 1,000 employees. A copy of the Secretary's Memorandum on EEO Coordinators is attached.

Each Agency has designated a part-time Sixteen-Point Program Coordinator and a part-time Federal Women's Program Coordinator. These Coordinators advised the Agency Head on the special interest program they represented. The activities of these Coordinators varied but included such actions as conducting meetings with employees or management to explain the Program, contacting colleges and community organizations, counseling with employees, publicizing the program, and attending training sessions. The Department's FWP Coordinator sponsored a series of meetings in the Jefferson Auditorium for Washington area employees featuring speakers on areas of interest in the Federal Women's Program.

The Department's EEO Committee was reconstituted to include members of various Agency EEO Committees, representatives of employee groups, and union representatives. EEO Committees were also established or continued in all USDA Agencies and in field units with 100 or more employees. Activities of these Committees included publishing an EEO newsletter for employees, participating in evaluation of training policies, and recommending a "sponsor" system to help orient new employees.

The Secretary of Agriculture sent a letter to all employees supporting the EEO Program and briefly outlining their responsibilities for the EEO Program. Each Agency Head also sent a letter to all of his employees detailing the EEO complaints system and identifying the principal EEO officials.

Each Agency Head and Assistant Secretary have been contacted several times on the EEO Program or on special areas within the overall Program. Each Assistant Secretary was provided an analysis of his Agencies' progress in EEO in April and again in August. The Assistant Secretaries were also advised of their Agencies' activity in February and their progress in appointing minority and women to mid and upper level positions in July. Equal Employment Opportunity was also discussed at a meeting of the Secretary's staff.

Orientation of new employees generally included a discussion of the Equal Employment Opportunity Program. Agency Personnel Officers were reminded that they should offer housing assistance to new employees and that information on the Fair Housing Act and its enforcement were available from local offices of the Department of Housing and Urban Development.

II. Recruitment Activities

The following is a partial list of universities and colleges contacted by USDA personnel for recruiting purposes:

Fort Lewis College
Chadron State College
Colorado State University
Colorado University
S. Colorado State College
Colorado Mountain College
El Paso Community College
Arapahoe Community College
Gashen College
Carleton College
Mesa College
Adams State College
University of Wyoming
Western State College
Lassen Community College
Chico State University
Porterville College
Reedley College
Bennett College
Bishop College
Fresno State University
Humboldt State University
University of the Pacific
S. Oregon College
College of the Siskiyous
Modesto Junior College
Delta Junior College
Columbia Junior College
Sacramento City College
Butte College
Feather River College
City College of S.F.
Mills College
University of Hawaii
New Mexico Highlands Univ.
College of Santa Fe
New Mexico State
Alabama State College
Albany State College
Atlanta University

Clark College
Dillard University
Fisk University
Hampton Institute
Morehouse College
Morris Brown College
North Carolina College
Savannah State College
South Carolina State College
Spelman College
Tennessee A & I State Inv.
Texas Southern
Virginia State College
Xavier Univ. of Louisiana
Prairie View &&M College
St. Augustine College
Knoxville College
Knoxville, Tennessee
Tennessee State University
Nashville, Tennessee
University of Pennsylvania
Phila., Pennsylvania
College of Saint Rose
Albany, New York
Crane Vocational
Chicago, Illinois
Chicago Vocational
Chicago, Illinois
Fort Valley State Col.
Howard University
Mills College, Calif.
Peralta College District
Pima Community College
Prince George's Comm. Col.
South Carolina State Col.
Southern University
Mississippi Valley State
Pan American University
Livingston State Univ.
MacArthur State Technical
Training & Trade College
University of Arizona
Arizona State University
University of Arkansas at
Fayetteville
Arkansas State Univ.
Cal State at Chico
Cal State at Fresno
Univ. of Nevada

Delaware State College
Univ. of Maryland, Eastern Shore
Virginia State College
Tennessee State University
Fort Valley State College
Alabama A & M
Iowa State University
Lane College
Jackson, Tennessee
Tuskegee Institute
Southern University
Univ. of Arkansas at Pine Bluff
North Carolina A & T State Univ.
State Community College
Dyersburg, Tennessee
Shelley Community College
Memphis, Tennessee
Le Mayne Owen College
Tennessee
Indian Junior College
North Carolina
Lincoln University
University of New Mexico
Texas A & I
Washington Technical Institute
North Texas State
Armstrong College, Calif.
Boise State College
Bowie State College, Maryland
Delaware State
Florida A&M University
Tennessee State University
University of Arizona
University of Maryland
Utah State College
Jackson State College
Langston University
University of Arkansas
Western College, Ariz.
Glendale Community Coll., Ariz.
Mesa Community College
Central Arizona College
Gila College
U. of Arkansas at Little Rock
U. of Arkansas at Pine Bluff
University of California at
Davis and Berkeley
Cal Poly at San Luis Obispo
and Pomona

Univ. of Hawaii
Rutgers University
Delaware Valley College
Delaware State College
Univ. of Maryland at Princess Anne
Univ. of Maryland
Univ. of Delaware
Monmouth College
University of Florida
Florida A & M Univ.
Florida State Univ.
Eastern Kentucky University
Berea College
Kentucky State University
Southern University
Grambling College
University of Maine
Husson College
Colby College
Bates College
Lake Michigan College
St. Cloud State
SW Minnesota State Col.
Alcorn A&M College
Mississippi State Univ.
North Carolina State Univ.
A & T State University
N.D. State University
Ohio State University
Tiffin University
Mt. Union College
Malone College
Kent State University
Norfolk State College
Virginia Polytechnic Institute & State Univ.
Potomac State College
West Virginia State Univ.
West Virginia University
Gallaudet College
University of Idaho
Utah State University
Shawnee College
Southwestern College
Sank Valley College
Northern Illinois Univ.
Rend Lake Junior College
Lakeland Junior College
Purdue University
International Business College
Indianapolis Skills Center
Lafayette Business College
Iowa State University
Northwest Missouri University
Kansas State University
Hutchinson Community Junior Col.
Garden City Community College
Western Kentucky University
Murray State University
University of Kentucky
Morehead State University
Mankato State
Good Counsel Academy
Wilmington College
Wilberforce College
Central State University
Ohio University
Oklahoma State University
Langston University
Pennsylvania State University
Cheyney State University
Brookings State University
Tennessee State University
Lane College
Utha State University
Brigham Young University
University of Vermont
Univ. of Connecticut
Univ. of Massachusetts
Univ. of New Hampshire
Univ. of Rhode Island

The following is a partial list of organizations with which USDA personnel have had contact during the first six months of 1973:

Lincoln Indian Center
GI Forum
Black American Citizens of Salinas
Office of Navajo Economic Opportunity
CAP, New Mexico
Buena Vista Reformatory
Colo. Migrant Council

Urban League
LULAC
IMAGE
CAMBIO
Operation SER
Operation Mainstream
Job Bank
Job Corps
Baltimore Employment Service
CAP, Colorado
Southern Ute CAP
United Mexican-American Students
UTE Mountain UTE Agency
Conneticutt State Employment Offices
Massachusetts State Employment Office
Rhode Island State Employment Office
Student Service Offices
State of Michigan Department of Agriculture
Naval Ammunitions Depot
New York State Employment Office
Friendship Baptist Church
VA, Elizabethtown, N.C.
Garden Clubs
Extension Service
Mobile Area Community Action Center
Jacksonville Federal Executive Association
Twin City Opportunities Industrialization Ctr.
Bureau of Indian Affairs
Minnesota Department of Manpower Resources
Penna. State Employment Service
Food Service Executive Association Engineers Club
Woodson - Center Community Center
Colorado Migrant Council
Project Refer, Albuquerque, N.M.
Student Opportunity Service
Susanville Indian Rancheria and Inter-Tribal Council
Hoopa Tribal Council
Eldorado Indian Council
Indian Study Ctr., Bishop, Calif.
Karok Tribal Council
Valley Migrant League, Oregon
PROJECT GO, Colorado
Human Relations and Affirmative Action Department - Colorado State University
Geneva Human Rights Commission
Project Reach
Virginia Employment Commission
LaSed, Northeast Region
Job Center
State Job Bank
Business and Professional Club
School Food Service
Business and Professional Club (Women's)
Chattanooga, Tennessee, Chapter NAACP
Urban League
NAACP
Cumberland Valley Work Council
OEO
NAACP Chapter, Louisville, Ky.
Action Group for Economic Solvency
Neighborhood Youth Corp
Employment Security Commission
Black Culture Center
Denton, Texas, League of Women Voters
NAACP, Denton, Texas
Tuskegee Institute School of Veterinary Medicine
GeorgiaState Employment Office
Neighborhood Youth Corp and Urban League Placement Office
Atlanta University Systems Offices
Women's Auxillary Mississippi Veterinary Association
California Department of Human Resources
Omaha Comprehensive Manpower Agency
New York State Employment Service

Two hundred and ninety-one other contacts with community organizations were also reported.

Over twenty positions were designated as requiring a knowledge of the Spanish language and special recruitment efforts aimed at those of Spanish-descent were conducted to fill those positions.

Precise figures on special employment programs are not yet available; however, partial figures indicate that: 152 Black, 7 Spanish, and 21 Women students were hired for the summer; 8 faculty members from predominantly Black universities were hired for the summer; 22 minority students were hired under cooperative education agreements; seven minority students were hired under the Work-Study Program.

During the first six months of 1973, USDA full-time hires were:

Total	Black	Spanish	Indian	Oriental	Minority	Women
8311	478-5.7%	498-6%	251-3%	40-.5%	1271-15.3%	1921-23.1%

III. Utilization of Employees' Present Skills

The records of all employees who exceeded the Career Review Index (the time required for 75% of those in that series and grade to be promoted) were reviewed by their supervisors. Partial results of this review were: 21 employees were promoted; 8 employees were transferred to positions with greater career potential; 5 employees received training to aid them to progress in their jobs.

Sixty-one job types were restructured to make greater use of the skills of both lower-level and professional employees and to provide greater career opportunities to lower-level employees.

IV. Upward Mobility

The Secretary of Agriculture established an Upward Mobility Board to oversee the development of the USDA Upward Mobility Program and an Upward Mobility Unit in the Office of Personnel to administer the Program. A copy of Secretary's Memorandum No. 1662, Supplement 6 is attached.

Additional staff were added to the Office of Personnel to form an Upward Mobility Unit as part of the Career Development Staff.

The regulations defining the components of the Upward Mobility Program, eligibility criteria, and procedures for selecting Upward Mobility Trainees were published in September 1973.

The General Educational Development Program (GED) component of the Departmental Upward Mobility Program was announced in September 1973. Brochures describing the GED Program have been distributed to all Agencies and posted on bulletin boards. Copies of the announcement and brochure are attached.

Career counseling is a part of the new performance evaluation system initiated by the Department in 1973. Each supervisor must hold a career conference with each of his employees and must discuss the employee's strong and weak work traits, the employee's career goals in his present field, the employee's career goals in another field (if any), the supervisor's judgment of the employee's potential to reach his goals, and developmental activities which would aid the employee in reaching his goals.

In addition to supervisory career counseling, Agencies have designated Career Counselors who also provide guidance to employees in identifying their career goals and in planning developmental activities. At least 226 employees received counseling from the career counselors in the first six months of 1973.

Agency-level upward mobility programs were primarily in the developmental stages in the first half of 1973. Twenty-three employees received GED training under Agency-level programs. Thirty-two employees were reassigned from lower-level clerical or technical positions to technical or administrative positions with greater career potential while receiving training to enable them to perform satisfactorily in their new positions. Job types included in these reassignments included accountant, budget analyst, information assistant, administrative assistant, equal opportunity specialist, economics assistant, management assistant, statistical assistant, accounting assistant, editorial clerk, classification assistant, program assistant, personnel clerk, computer technician, mail clerk, purchasing agent. Forty-four employees are involved in training designed to prepare them for professional, administrative, or technical positions. Several employees have received approval to attend college on-the-clock to pursue baccalaureate or advanced degrees in agriculture-related fields.

V. Training, Incentives, and Performance Evaluation

The Department of Agriculture developed a uniform civil rights training program which all USDA executives, managers, and supervisors who had not received civil rights training will be required to attend. A Secretary's Memorandum was issued implementing the training program in July 1973. The training package consists of films, slides, and discussions on the concerns of women, Blacks, Indians, and the Spanish-surnamed.

In addition, most Agency programs for providing the required hours of supervisory training include courses which cover the equal employment opportunity program and the supervisor's responsibilities in EEO.

Two employees received Departmental Superior Service Awards for their contributions to the EEO Program in May 1973. During the first half of 1973, sixteen individual employees and one group received awards from their Agencies for their work in equal employment opportunity.

Guidelines for evaluating supervisors' performance in equal employment opportunity and civil rights were published in late 1972 and standards for each supervisory position were being developed in 1973.

VI. Community Efforts

Each new employee in the Department receives a general orientation to USDA, to his Agency, and to his individual job. Orientation programs in most Agencies include a discussion of equal employment opportunity and of the EEO complaint system.

Supervisors and/or personnel officers aid employees in finding housing and arranging transportation on an as-needed basis. The major aid offered was to minority and other summer employees who were from out of State and who needed temporary housing and an orientation to the local community.

Examples of efforts to aid schools with large numbers of minority students include:

- using USDA ADP equipment to teach computer skills to Washington, D.C., high school students on Saturdays;

- meeting with representatives of all 1890 schools and Tuskegee Institute to discuss curriculum requirements for USDA employment;

- negotiating with three predominantly Black universities to give academic credit for work as a student trainee with an Agency of the Department;

- assisting Tennessee State University to develop a statistics curriculum and providing a USDA employee to teach one of the statistics courses;

- working with Alabama A&M and Metropolitan State College on the development of curricula and individual courses.

VII. Internal Evaluation

All Agency EEO Plans for 1973 were reviewed by the EEO staff. Revisions were required as necessary and Agency Plans were approved by the Director of EEO.

A format for Agency semi-annual EEO progress reports was issued in April 1973. This format for narrative reports is to be used with statistical reports to evaluate Agency activity. The format for statistical reports was also revised to include: information on PFT employment by series and grade by race and sex on a semi-annual basis; information on PFT employment, hires, promotions, and separations, by occupational grouping, by grade, by race and sex on a quarterly basis.

After the first 1973 progress report was submitted in July 1973, an analysis of each Agency's report plus statistical information was sent to each Assistant Secretary. Meetings between each Agency and the EEO staff are being scheduled to discuss past activity and plans to improve noted weak areas.

All Office of the Inspector General and Civil Service Commission audit reports have been reviewed both at the Department and the Agency level and corrective action has been taken as necessary.

VIII. EEO Counseling and Complaint Processing

Equal Employment Opportunity Counselors, selected with employee input, have been designated in all units with 50 or more employees and in a ratio of 1 Counselor for 500 employees to cover the dispersed employee population. Posters identifying the EEO Counselors and the officials designated to receive formal EEO complaints are being displayed. A reminder to update the information on these posters was sent to personnel officers in May 1973.

Progress in processing formal EEO complaints is checked monthly. If necessary, followup action is taken to eliminate processing delays.

Attachments:
Secretary's Memorandum No. 1824
Secretary's Memorandum No. 1662, Supplement 6
Personnel Bulletin 410-230

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 27, 1973

SECRETARY'S MEMORANDUM NO. 1824

Equal Employment Opportunity Coordinators

The Equal Employment Opportunity Act of 1972 placed increased responsibilities on the Federal Government to affirmatively insure equal employment for women and minorities in the Federal Service. As part of this increased responsibility, the Department is expected to allocate sufficient personnel and resources to carry out our Equal Employment Opportunity Program.

The Department cannot efficiently meet its EEO obligations without providing full-time direction and impetus to the EEO Program. Steps have already been taken to increase the full-time EEO staff at the Department level. Additional personnel must also be allocated to this Program at the Agency level.

Each Agency Head with 1,000 or more permanent full-time employees will establish a full-time EEO Coordinator position on his immediate staff by not later than September 30, 1973. The Director, Office of Management Services, is also directed to establish a full-time EEO Coordinator position. "Full-time" means that the EEO Coordinator's sole function must be equal employment opportunity. The position of full-time EEO Coordinator must be established at a grade level commensurate with its responsibilities and its location in the Agency organization.

All other Agencies with less than 1,000 permanent full-time employees, including OMS serviced Agencies, will designate part-time EEO Coordinators who shall spend a sufficient amount of time (up to 50 percent) on equal employment opportunity.

All Agency appointments to EEO Coordinator positions must have the concurrence of the Director of EEO who is the Assistant Secretary for Administration.

J. Phil Campbell

J. Phil Campbell
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 18, 1972

SECRETARY'S MEMORANDUM NO. 1662, SUPPLEMENT 6

Departmental Upward Mobility Program

The Equal Employment Opportunity Act of 1972 requires each Federal Department and Agency to provide for programs of training and education which will afford employees an opportunity to acquire skills and abilities needed to compete for advancement to positions of greater responsibility.

The Secretary's Task Force on Personnel Policy Evaluation and the Secretary's Task Force on Upward Mobility found shortcomings in current training, educational and job opportunities as they apply to all employees in the lower grades. These Task Forces pointed out the need for a coordinated Department-wide program to provide employees in the lower grades with training, educational and job opportunities.

The Task Force findings are reinforced by current manpower restrictions which make it imperative that the Department uses to the best advantage its existing manpower resources. Therefore, I am hereby establishing a Departmental Upward Mobility Program. The Departmental Upward Mobility Program shall be composed to two components: (1) a Departmental Upward Mobility Board and (2) an Upward Mobility Unit in the Office of Personnel.

In order to assure understanding and effective communications between employees and management in this area, an Upward Mobility Advisory Board is established. This Board will be composed of the Under Secretary, Chairman, three Assistant Secretaries or Group Directors, as designated, the Director of the Office of Personnel, the Director of the Office of Equal Opportunity, and such employee representatives of interested employee groups and such other employees as the Secretary may designate. The Office of Personnel will provide administrative support and will designate an Executive Secretary to the Board.

The Upward Mobility Advisory Board will monitor and review activities of the Upward Mobility Program and advise, as appropriate, on program content and resources. The Board will also assure that necessary policies and procedures are in effect to achieve the intent of the

program. The Board will make an annual report to the Secretary on the Upward Mobility Program. Pursuant to the policies and procedures established by the Board, the Director of Personnel is directed to implement a program of adult basic education and testing, job skills training, professional education, job restructuring and employee guidance to upgrade the skills and provide opportunities for all employees in the lower grades.

The Department-wide Upward Mobility Program, to be directed and coordinated by the Director of Personnel with the cooperation of the agencies, will require substantial, long-term manpower and financial resource commitments by the agencies. The Assistant Secretaries and Group Directors are expected to assist in this undertaking by providing necessary resources through their agencies to assure adequate support to the Department's Upward Mobility Program.

Earl L. Butz

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF PERSONNEL

WASHINGTON, D.C. 20250

September 14, 1973

PERSONNEL BULLETIN NO. 410-230

SUBJECT: USDA Upward Mobility Program - The General Educational Development Program (GED)

The General Educational Development Program (GED) component of the Department's Upward Mobility Program is scheduled to be implemented this month. The GED Program is designed to provide employees without a high school diploma an opportunity to obtain a high school equivalency certificate through remedial instruction and testing.

Classes will be taught by a qualified instructor within the Department. Program participants will attend classes during duty hours. Agencies will be charged a modest tuition, covering instruction and testing, for each employee enrolled in the GED Program. The exact tuition will be announced later. Classes will meet in two four-hour sessions per week for a total of eight weeks, with a maximum of 20 participants in each class.

Attached is a copy of a brochure announcing the GED Program. Agencies are being provided with a supply of the brochure. Please distribute, post, or otherwise make available to employees the GED Program announcement.

Employees interested in participating in the GED Program should complete the application form contained in the Program announcement and submit it, together with a completed Form AD-281, to this Office. Classes will be formed on a "first come, first served" basis. GED Program applicants will be notified of the date, time, and place of the first class.

S. B. Ranger
Director of Personnel

Attachment
(One copy per Agency)

INQUIRIES: Program Development and Evaluation Staff, Extension 77525

DISTRIBUTION: Agency Personnel Officers

BULLETIN EXPIRES: October 26, 1973

REPORT OF ASSESSMENT OF THE EEO SITUATION

Background Statistics:

Permanent Full-Time Population as of August 1973:

Black - 7.14%; Spanish-descent - 1.8%; Indian - .35%
Oriental - .57%; White - 90.18%; Minority - 9.82%;
Women - 22.88%; Men - 77.12%

Average Grade of PFT Population as of August 1973:

Black - 6.53; Spanish-descent - 7.18; Indian - 7.21;
Oriental - 9.56; White - 8.82; Minority - 6.86
Women - 5.50; Men - 9.57

Permanent Full-Time Population by Occupational Grouping as of August 1973:

Profession 1 series - 5.7% Minority; 2.5% Women. Administrative-Technical series - 8.7% Minority; 11.8% Women. Clerical series-16.8% Minority; 79.2% Women

Permanent Full-Time Population in
Major Occupations in USDA as of Aug. 1973

	% Minority	% Women
Forestry (GS-460)	.9	.06
Forestry Technician (GS-462)	5.1	.6
Soil Conservation (GS-457)	5.6	.1
Agricultural Management (GS-475)	8.4	.3
Engineering Technician (GS-802)	5.7	2.3
Clerk Typing (GS-322)	19.2	96.9
Secretary (GS-318)	17.2	99.5
Soil Conservation Technician (GS-458)	3.9	.04
Agricultural Commodity Grader (GS-1980)	5.3	3.4
Civil Engineering (GS-810)	2.6	.2

(NOTE: These ten occupations represent 64.7% of all GS PFT employment in USDA.)

Availability of Skills in the Workforce:

There are 14 major degree fields required for entry and higher level professional positions in the Department of Agriculture. They are: all

Agriculture fields, Biology, Botany, Bacteriology, Microbiology, Biochemistry, Accounting, General Engineering, Agricultural Engineering, Civil Engineering, Veterinary Medicine, Chemistry, Geology, and Economics. According to the latest available figures (1970-71), minorities represented 3% of college graduates in these fields. Women represented 15.5% of college graduates in these fields.

Discussion of Identified Problem Areas:

Restrictions on new hires and promotions have been placed on the Department during the last year and will probably continue for most of calendar year 1974. The relative lack of women and minority graduates in fields required for USDA professional positions has also been a major problem. One objective of the 1974 EEO Plan, therefore, is to study some of the major professional positions in USDA to determine if graduates from other degree fields could be expected to perform the actual duties of the position or if those without college education but with certain kinds of experience could perform the duties of the position.

Narrative progress reports from the Agencies indicated that, although upward mobility goals had been set and training was taking place, some selections of upward mobility trainees had been made non-competitively and trainee slots were primarily in the administrative fields rather than in the program areas. One objective of the 1974 EEO Plan is to regularize the various Agency upward mobility programs by requiring the Director of EEO's approval for all programs. Another objective of the Plan is to develop more lower-level employees to move into positions in the program areas since these positions generally offer the greatest opportunity for career progression. Positions in the program area are also those where major policy decisions which affect the public are made.

Under the USDA performance evaluation system, every supervisor has an obligation to provide career counseling to his employees. This system was just initiated in 1973; however, there have been indications that supervisors need more training and aids to be effective in their roles as career counselors. One objective of the EEO Plan is to provide better career counseling to USDA employees and to encourage employees to take full advantage of the career counseling service.

In 1973, we developed a new computer-produced report on training. This report is to be produced quarterly. It will show the number of permanent full-time employees who received training by occupational grouping, by grade, by race and by sex. This report will be available before the beginning of 1974 and will be used to identify problems in training and to set any appropriate goals. These goals will be added to the Plan later.

In 1973, we also revised our computer-produced reports on promotions to include data on only permanent full-time employees and to present data for each occupational grouping, by grade, by race and sex. This material will be available by the beginning of 1974 and will be used to set any appropriate goals for promotions of minorities and women.

More intensive followup on Agency narrative progress reports was begun in 1973. Improvements were also made to computer-produced statistical reports. Very few Agency headquarters or field units, however, received a complete on-site evaluation of their EEO programs. During 1974, we intend to develop a standard method for evaluating field units and headquarters offices. This method will be used to conduct through in-house evaluations of USDA units.

During the first six months of 1973, there was a 92% increase in the number of EEO counseling cases over the first six months of 1972. Part of this increase is probably due to the retroactive pay provisions of the new EEO complaint regulations. Part of the increase is probably also due to the increased number of EEO Counselors available in 1973 and to the new procedure allowing employee nomination of EEO Counselors. This action is being continued and expanded for 1974.

Several investigations of formal EEO complaints have not been complete and auxillary or supplemental reports have been required before the complaint could be processed. A training session for investigators is being planned for early 1974 to assure that investigators completely understand the type of information needed in investigation reports of EEO complaints.

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
1. ORGANIZATION AND RESOURCES TO EFFECTIVELY ADMINISTER A POSITIVE EEO PROGRAM INCLUDING PROCESSING OF DISCRIMINATION COMPLAINTS AND EEO COUNSELING		
A statement of the delegations of responsibility for the EEO Program in USDA are included in the Introduction to this Plan.		
A. Develop new USDA EEO Plan for 1973 and submit to CSC for approval.	Director of EEO Director of Personnel	Nov. 1, 1974
B. Submit 1974 Agency EEO Plan to Director of EEO for approval.	Agency Heads (EEOO)	Dec. 1, 1973
C. Appoint Agency-level Federal Women's Program Coordinators; Coordinators for the 16-Point Program for the Spanish-speaking; and EEO Committees.	Agency Heads (EEOO)	Jan. 1, 1974
D. Appoint Deputy EEO Officers for each major field organizational unit (region, state, or office dependent on Agency organization.)	Agency Head (EEOO)	Jan. 1, 1974
E. Appoint field EEO officials:	Deputy EEO Officers (DEEOO's)	Feb. 15, 1974
(1) Federal Women's Program Coordinators for each field Deputy EEO Officer (Except CEA and SRS).		

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
(2) Coordinators for the 16-Point Program for the Spanish-speaking for field DEEO's whose organizational unit covers an area with a significant Spanish population.		
(3) EEO Committees for each organizational unit with 100 or more PFT employees.		
F. Conduct meetings to review EEO Program:		
(1) Department EEO Committee.	Executive Vice Chairman of the Committee	Monthly
(2) Agency FWP Coordinators.	Department FWP Coordinator	Monthly
(3) Agency 16-Point Program Coordinators	Department 16-Point Program Coordinator	Monthly
(4) Agency EEO Committees	EEO Coordinators	Monthly
(5) EEO Coordinators	Chief, EEO Staff, OP	Quarterly
G. Arrange training in personnel administration or EEO, depending on individual background for:		
(1) Staff in the Department's EEO unit.	Chief, EEO Staff, OP	Training Plan Developed by: Feb. 1, 1974
(2) EEO Coordinators	Agency Heads (EEOO)	Feb. 15, 1974
(3) Agency FWP and 16-Point Program Coordinators.	Agency Head (EEOO) with advice of Department FWP and 16-Point Program Coordinators	March 1, 1974

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
H. EEO Counselors		
(1) Seek employees' and employee groups' nominations for all EEO Counselor positions.	Agency Heads (EEOO) DEEOO's	Two months before term of present EEO Counselor expires
(2) Appoint EEO Counselors from those nominated by employees or employee groups. At least one Counselor must be appointed in each installation with 50 or more employees. Other Counselors must be appointed to cover all geographic areas at ratio no higher than one Counselor to 500 employees. A listing of EEO Counselor positions shall be attached to each Agency EEO Plan.	Agency Heads (EEOO) DEEOO's	Annual (As one year term of Past Counselor expires.)
(3) Arrange for training of all newly-appointed EEO Counselors.	EEO Coordinators	Within 90 days of appointment
(4) Submit monthly reports on EEO Counseling to the Director of Personnel.	EEO Coordinators	On or before 10th of each month
(5) Hold meeting with EEO Counselors, management officials, supervisors, and EEO officials (e.g., DEEOO) in the area served by the Counselor to promote manager's understanding of EEO Counseling, Counselor's role, and the complaint system.	EEO Coordinators DEEOO's	January 1974

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
(6) Advise all employees of names, addresses, phone numbers, and responsibilities of EEO Counselors.	Agency Heads (EEOO) DEEOO's	Semi-annual by June 30, 1974, and Dec. 31, 1974
(7) Post names, addresses, phone numbers of EEO Counselors on all official bulletin boards. Check posting for accuracy.	EEO Coordinators Agency Administrative Officers	Post immediately on appointment of Counselors. Check semi-annually by June 30, 1974 December 31, 1974
I. EEO Complaint Processing.		
(1) Compile monthly report on EEO Complaint processing and follow-up with:	Chief, EEO Staff, OP	15th of each month
a. OIG on any investigation not completed by 30 days of ASI.		
b. Agency officials on any proposed disposition not issued within 30 days of receipt of the investigation.		
c. Agency officials on any final decisions (in cases where complainant has not requested a hearing or a decision on the record) not issued within 30 days of issuance of proposed disposition.		

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
(2) Arrange for training session for OIG investigators who may be assigned to EEO complaints to improve quality of EEO complaint investigations.	Chief, Appeals Staff, OP Chief, EEO Staff, OP	February 1974
(3) Develop one-page chart outlining EEO Complaint system and distribute to all employees.	Chief, EEO Staff, OP	Develop by: Jan. 1974 Distribute by: Feb. 1974
(4) Discuss EEO complaint system with all employees at orientation.	Supervisors Agency Employment Officers	As employee enters on duty
2. RECRUITMENT ACTIVITIES DESIGNED TO REACH AND ATTRACT JOB CANDIDATES FROM ALL SOURCES		
Appendix 1 contains hiring goals for 1974.		
A. Maintain continuing contacts with schools with large numbers of Black, Spanish, Indian, Oriental and other minority students and schools, including coeducational schools, with large numbers of Women Students in fields qualifying for USDA positions. Such contacts should be maintained through personal visits.	Agency Personnel Officers DEEOO's	Continuing
B. Hire students to interest them in USDA employment:	Agency Personnel Officers	Continuing
(1) Student Trainee Program - Goal: 327 participants		
(2) Cooperative Education Program - Goal: 51 new appointments		
(3) College Work-Study Program - Goal: 1127 new appointments		

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
C. Establish or maintain contacts with Black, Spanish, Indian, Oriental, and Women's organizations.	Department & Agency 16-Point Program Coordinators -- Department & Agency FWP Coordinators -- EEO Coordinators and Deputy EEO Officers	Continuing
D. Review Agency positions to develop a list of those positions and locations where knowledge of the Spanish language is necessary or desirable.	EEO Coordinators Agency Personnel Officers Department and Agency 16-Point Program Coordinators	April 1974
E. Review opportunities for part-time employment.	Agency Personnel Officers - EEO Coordinators Department & Agency FWP Coordinators	April 1974
F. Review semi-annual reports on recruiting efforts and take or recommend action to expand or redirect those efforts as required.	EEO Staff Chief, OP EEO Coordinators Department & Agency EEO Committees Agency Employment Specialists Department & Agency FWP & 16-Point Coordinators	March 1974 August 1974
3 FULL UTILIZATION OF PRESENT SKILLS OF EMPLOYEES		
A major problem in USDA has been the lack of women and minority graduates in fields required for most USDA professional and upper-level technical positions.		

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
A. Study actual functions of the following job types to determine if graduates in now unused degree fields can qualify for these job types: Forestry, GS-460 Soil Conservation, GS-457 Agriculture Management, GS-475	Chief, EEO Staff, OP	Begin study: March 1974 Present recommendations to Director, EEO and Agency Heads: July 1974
B. (1) Search NFC record and develop listing of all employees in clerical jobs with college degrees.	Chief, EEO Staff, OP Staff Assistant to the Director of Personnel	April 1974
(2) Review listing and make efforts to place employees in positions which use their education.	Agency Employment Specialists	June 1974 and Continuing
C. (1) Review all Agency staffing patterns to insure that technician or bridge positions are established and are being fully utilized.	Chief, EEO Staff, OP (with Employment and Classification Specialists)	February 1974
(2) Recommend corrective action to Director, EEO, Assistant Secretaries, and Agency Heads.	Chief, EEO Staff, OP, and Director of Personnel	April 1974

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
4. UPWARD MOBILITY		
This section is designed to aid employees in lower-level dead-end jobs to become fully qualified for fields with greater career potential. Career development programs for employees already in professional, administrative, or upper-level technical positions are detailed in Section 5.		
A. Departmental Upward Mobility Program. The Departmental Upward Mobility Program is aimed at Washington, D.C., employees in one-grade interval series jobs in grades GS-1 to 10 or the equivalent in wage grade or other pay systems. The Program consists of the following components:	Upward Mobility Unit Upward Mobility Board	Announcement of Programs
(1) General Educational Development (GED) Program. Purpose: To enable participants to gain a high school equivalency diploma. Expected Participation: 100 employees.		October 1973
(2) Operation Upgrade. Purpose: To provide on-the-job and skills training to enable employees to fully meet position requirements for targeted positions. Expected participation: 125 employees.	Upward Mobility Unit	January 1974

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
(3) Career Opportunities Program. Purpose: To provide employees college study and on-the-job training and work experience to move into targeted professional positions. Expected Participation: 100 employees.	Upward Mobility Unit	February 1974
(4) College Study Program. Purpose: To enable employees to prepare for job opportunities requiring a college degree. Expected Participation: 100 employees	Upward Mobility Unit	March 1974
B. Agency Upward Mobility Programs.		
(1) In addition to the Department Program (Item A), each Agency must develop its own upward mobility program. Agency programs must be designed for employees in one-interval series GS-1 to GS-10. (Agencies may establish lower grade limits depending on their situations.) Each Agency Program must have the following features:	Agency Heads (EEOO)	
a. Trainees must be selected competitively.		
b. There must be a targeted position for each trainee.		

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:

c. The program must include the development of a standardized plan to train lower-level employees to move into the Agency's major professional, administrative, and technical series (series which have regular career ladders to GS-9 or above and which represent 20 percent or more of the Agency's professional employment or 20 percent or more of the Agency's administrative and technical employment.) Other series may be included as target positions in the Program but major series must be included.

d. Expected participation goals must be stated in the Program. Goals may be determined by taking a percentage of the eligible population or by a percentage of the average over the last two calendar years of the PFT accessions from outside the Agency in the target series. Under either method, the minimum percentage which may be used is five percent.

e. The program must be approved by the Director of EEO.

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
Submit Program and goals to Director EEO.	Agency Heads (EEOO) EEO Coordinators Agency Training Officers	March 30, 1974
Implementation of Program.	Agency Heads (EEOO)	June 1974
C. Career Counseling.		
(1) Counsel each trainee and applicant in a Departmental Upward Mobility Program	Upward Mobility Unit in OP	Before application is submitted & during training
(2) Counsel each trainee in an Agency Upward Mobility Program.	Agency Training Officers & Designated Career Counselors	During training
(3) Counsel each employee on career goals as part of performance evaluation program and encourage the employee to participate in developmental activities.	Supervisors	Annually
(4) Provide advice and training to supervisors on counseling employees on career goals and development activities.	Designated career counselors Agency Training and Classification Officers	Develop aids on training - March 1974
(5) Advertise availability and functions of career counselors to all employees and available aid in career counseling to supervisors.	DEEOO's	At least semi-annually by June 30, 1974 and December 31, 1974
D. Develop method for compiling data on number of trainees who enroll in upward mobility programs and on the number of trainees who complete the programs by race & sex.	Chief, EEO Staff, OP Upward Mobility Unit, OP Staff Assistant to Director of Personnel	March 1974

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
5. TRAINING, ADVICE, INCENTIVES, AND PERFORMANCE EVALUATION TO ASSURE PROGRAM UNDERSTANDING AND SUPPORT BY SUPERVISORS AND MANAGERS		
A. All supervisors and managers who have not received civil rights training shall participate in the Department's civil rights training course (8-12 hours). Those who have been trained but not in the required areas covered in the Department's course shall also receive such training.	EEO Coordinators and Agency Training Officers	For all present supervisors and managers Dec. 1974 For newly appointed supervisors; within 6 months of appointment
B. Develop criteria for EEO awards and honor those employees who contribute significantly to EEO.	Director of Personnel Agency Heads (EEOO) Agency Personnel Officers	Develop criteria: April 1974 Awards: Continuing
C. Train all second-level supervisors in evaluating the EEO and civil rights performance of their subordinate supervisors.	Director of Personnel Agency Personnel Officers	Develop Program by: May 30, 1974 Implement: July 1, 1974
D. Training Goals for Minorities and Women (Goals for training minorities and women in those grades and occupational groups where problems are identified will be set after review of the Training Report.)		

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
E. Each minority and woman employee eligible for the Department or an Agency Executive Development Program will be notified of the Program and encouraged to apply.	Director of Personnel Agency Personnel Officers	Fall 1974 for Department Program at least two weeks before due date of applications for Agency Programs
6. PARTICIPATION IN COMMUNITY EFFORTS TO IMPROVE CONDITIONS WHICH AFFECT EMPLOYABILITY IN THE FEDERAL GOVERNMENT		
A. Assist employees to obtain suitable housing, transportation, etc.	Supervisors Agency Employment Officers	At time employee is offered the position
B. Work with minority and women's colleges to expand or improve curriculum to enable students to qualify for USDA positions.	Deputy EEO Officers EEO Coordinators Agency Personnel Officers	Continuing
7. SYSTEM FOR INTERNAL PROGRAM EVALUATION AND PERIODIC PROGRESS REPORTS TO THE CIVIL SERVICE COMMISSION.		
A. Narrative Progress Reports		
(1) Submit narrative progress reports to Director of EEO in required format.	Agency Head (EEOO)	July 20, 1974 January 20, 1975
(2) Review reporting format and make any necessary changes.	Chief, EEO Staff, OP	February 1, 1974

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
(3) a. Review Agency reports.	Chief, EEO Staff, OP Department EEO Committee Department FWP Coordinator Department 16-Point Program Coordinator	February 1974 August 1974
b. Follow-up with Assistant Secretaries, Agency Heads, Agency Personnel Officers, or EEO Coordinators	Chief, EEO Staff, OP Director EEO Department FWP Coordinator Department 16-Point Program Coordinator	March 1974 (from Jan. 20, 1974, report) September 1974 (from July 20, 1974, report)
B. Statistical Reports		
(1) Print-out data by race and sex on:	Staff Assistant to Director, OP Director, NFC	
a. PFT employment by series and grade		As of: June 1974 December 1974
b. PFT accessions, promotions, and separations by occupational group and grade		As of: March 1974; June 1974; Sept. 1974; December 1974
c. Training by occupational group and grade		As of: March 1974; June 1974; Sept. 1974; December 1974
d. Awards by occupational group and grade		As of June 1974; and December 1974

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
(2) a. Review statistical reports and	Director EEO Chief, EEO Staff, OP Department FWP Coordinator Department 16-Point Program Coordinator Department EEO Committee	January 1974; April 1974; July 1974; October 1974
b. Follow-up with Assistant Secretaries, Agency Heads, Agency Personnel Officers, or EEO Coordinators.	Director EEO Chief, EEO Staff, OP	March 1974 Sept. 1974
C. On-site evaluation		
(1) Develop on-site evaluation program.	Chief, EEO Staff, OP	April 1, 1974
(2) Implement Program.	Chief, EEO Staff, OP EEO Coordinators	June 1, 1974
D. Review all CSC personnel management evaluations, OIG audits and Agency personnel management evaluations with EEO findings.	Chief, EEO Staff, OP EEO Coordinators Agency Personnel Officers	As issued
E. Prepare biannual report on progress made in EEO Program.	Director OEO Director OP	June 1974 December 1974

ACTIVITY:	RESPONSIBLE OFFICIAL:	TARGET DATE:
8 APPENDIX - PROGRAMS AND ACTIVITIES FOR PARTICIPATION IN EMPLOYMENT AND TRAINING PROGRAMS FOR THE ECONOMICALLY OR EDUCATIONALLY DISADVANTAGED AND THE WORKER-TRAINEE OPPORTUNITIES PROGRAM		
(1) Participate in Worker-Trainee Program (See goals and report attached.)	Agency Head (EEOO) DEEOO's Managers Agency Personnel Specialists	Continuing
(2) Use special employment programs for students and the economically or educationally disadvantaged:	Agency Head (EEOO) DEEOO's Agency Personnel Specialists	Continuing

Program	Goals for New Appointments
Junior Fellowship	48
Summer Intern	55
Vocational Work Study	178
Neighborhood Youth Corps	2569
Other Enrollee Programs (WIN, MDTA, Job Corps)	350

USDA DEPARTMENT-WIDE REPORT
ON WORKER-TRAINEE OPPORTUNITIES PROGRAM

This summary report covers expected hires of Worker-Trainees in USDA during calendar year 1974.

1. Department: U.S. Department of Agriculture

2. EEO Director/Officer/Coordinator

   Name: Mr. Robert Birdsong, Jr.
   Office of Personnel, USDA
   Address: 14th Street & Independence Ave, SW
   Washington, D.C. 20250
   Telephone Number: 447-2635

3. Agency Participation

   a. Approximate number of Worker-Trainees Agency plans to hire: 194

   b. Number of regular jobs into which Worker-Trainees will be placed: 94

   c. Number of developmental jobs into which Worker-Trainees will be placed and for which ceiling exceptions will be requested: 100

WORKER-TRAINEE OPPORTUNITIES PROGRAM
IN USDA HEADQUARTERS

Plan:

1. Department: U.S. Department of Agriculture

2. EEO Coordinator:

   Name: Mr. Robert Birdsong, Jr.
   Office of Personnel, USDA
   Address: 14th Street & Independence Ave., SW
   Washington, D.C. 20250
   Telephone Number: 447-2635

3. Total Number of Worker-Trainees USDA plans to hire in headquarters: 29

   a. Number of regular jobs into which Worker-Trainees will be placed: 19

   b. Number of developmental jobs into which Worker-Trainees will be placed and for which ceiling exemptions are requested: 10

4. Explanatory Note:

   The only headquarters office which will place Worker-Trainees in developmental jobs is the Office of Plant and Operations (OP&O). Their plan for developing these employees constitutes the remainder of this submission.

5. Job Identification

Regular Jobs

Number of Trainees	Job Title	Series and Grade
10	Laborers	WG-3502-2

Developmental Jobs

Number of Jobs	Entry Job	Target Job
7	Printing Plant Worker, WP-4442-2	Lithographic Helper WP-4401-4*
3	Laborer WG-3502-2	Stockhandler WG-6959-5

*Advancement beyond this point will be in the various specialities in Lithography.

6. Assessment of Training Needs

OP&O brings Worker-Trainees in on 700-hour appointments at the WP-2, Printing Plant Worker level in the Printing Plant, and at the WG-2, Laborer level in the Central Supply Section, and are utilized in various functional areas within the Printing Plant and Central Supply. If the employee demonstrates regular work habits, dependability, initiative, judgment and aptitude toward mechanical operations then OP&O works toward converting the 700-hour appointment to a one-year temporary appointment, then to a career-conditional appointment and promotion. The same applies in the area of going from a Laborer, WG-2, to a Stockhandler, WG-5, in the Central Supply Section of the Mail and Supply Services Division.

7. Development Job Program

In our Central Supply Section if a Worker-Trainee demonstrates capability in filling orders and is otherwise adhering to good work habits, we provide on-the-job training to enable him to operate efficiently as a Stockhandler. Our Plant is geared to cross utilization and on-the-job training. Worker-Trainee employees are given an opportunity to work in each unit. For the developmental jobs listed (bindery worker, Chesire operator, sealer, and inserter) we provide on-the-job training for the plant function in which employees show aptitude.

The U.S. Department of Agriculture EEO Plan for 1974 consists of four sections:

1. an Introduction which includes a certification of the qualifications of principal USDA EEO officials and a report on the allocation of personnel and resources to EEO in 1974;

2. an Accomplishment Report which outlines past activities in Equal Employment Opportunity;

3. an Assessment Report which is a brief analysis of the current EEO situation; and

4. the outline of Specific Action Items which USDA intends to complete in 1974.

Sources used for background material in determining hiring goals.

1. Study of Employment of Women in the Federal Government 1971 -- CSC.

2. Degrees Conferred in Institutions of Higher Education by Sex of Student and by Discipline 1970-71 -- HEW

3. Racial and Ethnic Enrollment Data From Institutions of Higher Education 1970 -- HEW

4. Directory of Minority College Graduates 1971-72 -- DOL

5. Minority Group Employment in the Federal Government 1972 -- CSC

This material represented the best available information on the skills used by USDA in the workforce.

GOALS FOR PERMANENT FULL-TIME PROMOTIONS

(After a review of the statistical report for 1973 on promotions by occupational group, by grade, by race and sex, a determination will be made on the establishment of promotion goals.)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 22, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Acting Deputy Assistant Secretary for Administration

Effective immediately, Mr. J. Paul Bolduc will serve as Acting Deputy Assistant Secretary for Administration.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

ct.
ERS ESAD
Agric. History Branch
Historical Res. Section
Head, 145, 500 12th St.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

This memo will be implemented
by an AMS Notice or Instruction

March 19, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Procedures for Development and Clearance of Testimony by Department Officials

Your attention is directed to the recent revision of the Administrative Regulations, Title 6, Chapter 7, relating to legislative reporting. The essential provisions of those regulations relating to oral testimony by Department officials before Congressional Committees are set forth below. These do not apply to appropriation hearings.

--The Office of the General Counsel is responsible for determining who will testify for the Department. Requests from Congressional Committees for Departmental witnesses should continue to be channeled through the Office of Management and Finance so that OM&F may maintain necessary historical records.

--Witnesses are responsible for preparing, or having prepared, a draft of their statement and submitting a copy to OGC.

--OGC is responsible for review and clearance of testimony both within the Department and with the Office of Management and Budget.

--Copies of all statements of Department witnesses for use by Congressional Committees should be delivered to the Deputy Under Secretary for Legislative Affairs for delivery to the Committee staff.

--Witnesses are responsible for prompt review and return to Congressional Committees of transcripts of their testimony. Additional information requested during a hearing shall be obtained by the witness and transmitted to the Committee after review by OGC.

Please have all staff officials and employees who prepare or handle testimony familiarize themselves with these changes in the Administrative Regulations. It is important that these procedures be followed in all cases.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 20, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Continuation of Support for the Emergency Petroleum Allocation Program Conducted by the Federal Energy Office

Mr. Roy L. Ash, Director of the Office of Management and Budget, has again requested continued support of the Emergency Petroleum Allocation Program.

The energy program conducted by the Federal Energy Office has been expanded beyond the initial mandatory middle distillate allocation effort to include energy conservation, resource development, information acquisition, and price administration, as well as mandatory allocation controls on petroleum products.

The Federal Energy Office is making every effort to permanently appoint qualified staff to monitor these programs. However, until the proposed Federal energy legislation is acted upon, it cannot fully staff offices with permanent employees. For this reason, it is necessary that all Agencies provide continued support by extending current detailees from 60 to 90 days depending upon the needs of each FEO office.

To assure this continued support, I would greatly appreciate your advising all your employees of the need to respond promptly to requests from the FEO for extension of detailee staff resources and additional detailees.

The procedures as outlined in my memorandum of December 19 for responding to requests will continue in effect. I am sure you remain cognizant of the importance of the energy program and that you will support this effort by ensuring the continued cooperation of your Agency at every level.

J. Phil Campbell
Under Secretary

CFS ESAD CB
Agric. History Br., Chief
Room 144, 500 12th St.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 22, 1974

MEMORANDUM TO ALL EMPLOYEES

National Farm Safety Week, 1974

President Nixon has proclaimed the week of July 25, 1974, as National Farm Safety Week. As pointed out in the proclamation, the blessings of technological progress so significant in achieving agricultural production to contribute to our country's international leadership also add to the danger of injury on the nation's farms.

In keeping with the President's concern about safety in Rural America, and in an effort to help farm families avoid daily hazards, the Department of Agriculture has plans to expand an information and education farm and home safety program. This effort centers on practices and activities that will help avert mishaps on the farm and in the home.

Our plans for the coming year call for renewed USDA emphasis on rural safety. Many accidents can be prevented by eliminating hazards. There are many practical, common-sense precautions that farm people can take to prevent deaths and injuries. They can use the Slow-Moving Vehicle emblem on farm equipment on public roads, use protective equipment at work, drive defensively, install rollover protection on tractors, and follow general safe practices at home and recreation.

While we are in a new phase of agricultural safety through regulatory requirements, safety to farmers, their families and their employees must come from volunteer efforts by all of us.

I call on all agency heads and on every USDA employee to stress farm and home safety all during National Farm Safety Week and throughout the year ahead.

Earl L. Butz

Secretary of Agriculture

National Farm Safety Week, 1974

By the President of the United States of America

A Proclamation

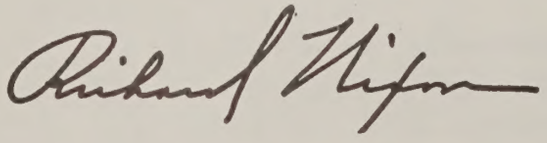
Every one of America's farmers produces enough food to feed 50 other people. Our agricultural productivity plays a fundamental role in our country's international leadership as it enables us to provide assistance to other less fortunate nations and it frees so many in our society for other economic and social efforts which benefit America and the world.

As in every other crucial industry, job safety is essential to the maintenance of high agricultural productivity. But we are concerned with more than productivity alone. Every year farm accidents produce serious injuries and result in the loss of thousands of lives. The financial cost in lost time, production, and medical and property expenses runs into billions of dollars. The cost in human suffering is incalculable.

This needless waste of precious human and economic resources must be and can be sharply reduced through careful attention to basic safety precautions. As we act to provide the food and fibre that feeds and clothes Americans and many people around the world, I urge that we also act to protect the lives of the farmers and farm workers of America through more careful attention to farm safety.

NOW, THEREFORE, I, RICHARD NIXON, President of the United States of America, do hereby designate the week beginning July 25, 1974, as National Farm Safety Week. During this week and in the ensuing year, I urge all who reside on farms and ranches to employ every needed safety precaution and practice, at work, at home, and in recreation. Further, I ask those who work with and serve farm and ranch people to support them in accident-reducing efforts by providing encouragement, information and education. We must become as effective at reducing accident losses as we have become in increasing agricultural production.

IN WITNESS WHEREOF, I have hereunto set my hand this twenty-first day of February, in the year of our Lord nineteen hundred seventy-four, and of the Independence of the United States of America the one hundred ninety-eighth.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 28, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Environmental Quality Activities

The Department of Agriculture has many programs which must meet national standards for environmental quality. Secretary Butz has delegated to me the responsibility for coordinating our compliance within USDA Agencies and with other concerned Departments. To meet this responsibility, I am continuing a professional staff for Environmental Quality Activities. It is organized to serve the Office of the Secretary, Agency Heads, and appropriate staff.

Dr. Fred Tschirley will serve as Coordinator of Environmental Quality Activities, with Dr. David Ward as Associate Coordinator. As an additional responsibility, Dr. Ward will provide staff assistance in matters involving national research planning and coordination.

Mr. Paul A. Vander Myde, Deputy Assistant Secretary for Conservation, Research and Education, will serve as Chairman of the Environmental Quality Executive Committee whose functions are described in Secretary's Memorandum No. 1695, Supplement 2, Revised. Dr. Tschirley will serve as Vice Chairman, and Dr. Ward as Executive Secretary.

Until further notice, Dr. Tschirley will serve as Chairman and Mr. Kenneth C. Walker as Executive Secretary of the Department Pesticide Committee, whose functions are described in Secretary's Memorandum No. 1788. This Committee's functions may be re-assigned in the near future.

Your continued cooperation in keeping my office informed about important environmental issues and needs, and in providing assistance for coordinating the Department's many environmental activities will be appreciated.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 1, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Employment of Handicapped Individuals

It is the right of every person to compete for any job he is able to perform. Yet all too often, too many handicapped persons qualified to perform a wide range of jobs with skill and efficiency cannot find work. These persons do not ask for special privileges, merely the opportunity to receive equal consideration in obtaining employment for which they quality.

The Rehabilitation Act of 1973 (P. L. 93-112) requires each Federal department, agency and instrumentality in the executive branch of Government to expand their responsibilities for providing employment opportunities for handicapped persons, and to submit to the Civil Service Commission and the Federal Government Interagency Committee on Handicapped Employees an affirmative action program plan, to be updated annually, for the hiring, placement, and advancement of handicapped individuals. Each plan is to include a description of the extent to which and methods whereby the special needs of handicapped employees are being met at the present time, and should outline specifice action items for recruitment, placement and advancement of the handicapped such as:

(a) Cooperating with the Civil Service Commission, State vocational rehabilitation offices, veteran organizations, private organizations, etc.;

(b) Providing training for supervisors and managers to aid in overcoming fears, prejudices and attitudes in hiring handicapped persons;

(c) Identifying appropriate jobs that can be performed by persons with varying handicaps;

(d) Redesigning vacant positions to match skills of the handicapped.

I am delegating to the Assistant Secretary for Administration the authority to administer the Department's program relating to handicapped individuals. Department delegations of authority appearing in 7 CFR Part 2 will be amended to reflect this delegation.

I ask each of you in turn to designate a senior member of your Agency as coordinator to insure that program requirements are carried out. In addition, all major organizational units, including field units having appointing authority will designate a coordinator for this special program.

I urge you to give special emphasis to this program at all levels, both here in Washington and in the Field. I am confident that with leadership and support, the Department of Agriculture will have an active, positive program for employment of handicapped persons.

J. Phil Campbell

J. Phil Campbell
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 2, 1974

SECRETARY'S MEMORANDUM TO ALL EMPLOYEES

Equal Employment Opportunity

The Equal Employment Opportunity organizational structure within the Department was recently revised. This was done to more effectively pursue the objectives of full equality of opportunity for all our employees.

Each of you has a responsibility in equal employment opportunity. Those of you with specific responsibility aimed at attaining the goals and objectives outlined in the Department's EEO Plan must receive full cooperation from all of us to attain maximum results from our EEO Program.

Presently, those Agency officials directly responsible for EEO include the: (1) Agency EEO Officer (Agency Administrator); (2) EEO Coordinator; (3) Federal Women's Program Coordinator; (4) Coordinator of the Program for those of Spanish origin; and (5) EEO Counselors. Of these officials, the EEO Coordinator is the Agency Head's prime representative in EEO. The EEO Coordinator must determine what barriers to the full employment and utilization of minorities and women exist in the Agency, develop actions to overcome those barriers, and work with line managers to see that those actions are carried out. The EEO Coordinators for each Agency are listed on the last page of this memorandum.

Departmental officials who provide the Agencies with policy guidance and direction include the Assistant Secretary for Administration (USDA Director of Equal Employment Opportunity); USDA Director of Personnel; USDA Chief of the EEO Staff (a new unit within the Office of Personnel); USDA Federal Women's Program Coordinator; and the USDA Coordinator of the Program for those of Spanish origin. The latter two officials are also members of the new EEO Staff.

I have committed myself and the Department to a continuing program of providing equal opportunity for all in employment, promotions, career development, upward mobility, and in every other aspect of

personnel management without regard to race, color, religion, national origin, or sex. This includes a commitment to process and resolve complaints of discrimination in a timely manner. We must now place this Department in the forefront of the Federal Government by realizing concrete accomplishments in our EEO Program.

EEO COORDINATORS

AGENCY	NAME	PHONE
AMS	Sondra Johnson	447-5161
ARS	John Cowherd	436-8100
ASCS	Vic Phillips	447-3975
APHIS	James Sykes	447-2743
OMF	Ken Harris	447-3311
CEA	Mary Smith	447-4450
CSRS	James Turnbull	447-6827
ERS	Joseph Braxton	447-4230
OEO	J. F. King	447-4031
ES	Charles Mitchell	447-6813
FCS	Carl Deitemeyer	447-8685
FHA	Henry Bourne	447-2783
FCIC	John Barry	447-4621
FNS	Irene Lankford	447-8743
FAS	Gill Piquette	447-7073
FS	Henry Young	235-8203
OGC	Deborah Vita	447-2571
COMM	Frank Shea	447-3117
OADS	William Marston	447-3027
OI and OA	Walter Paleen	447-7537
OP	John Richburg	447-3931
NAL	Katherine Daley	344-3792
P&SA	John Coyne	447-9201
OP	Morris Simms	447-3547
OO	Alvin Cauley	447-6867
REA	Frank Lushe	447-2810
SCS	Obie Massingale	447-4264
SRS	Alfonzo Drain	447-4839
OP&E	John Fedkiw	447-7963

All of the EEO Coordinators may be reached on the listed phone numbers or by writing to the Agency headquarters.

J. Phil Campbell
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 4, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Ottawa National Forest Multiple Use Advisory Committee

The Ottawa National Forest Multiple Use Advisory Committee is hereby renewed for an additional two-year period.

OBJECTIVE. The Forest Service needs and wants the counsel of informed leading citizens on policies and programs and their application. It believes that such counsel will be helpful in rendering more effective public service. The Ottawa National Forest Multiple Use Advisory Committee shall involve a cross section of interested citizens in the decision making process of the Ottawa National Forest.

PURPOSE AND FUNCTION. This is a local Forest Service committee which will advise the Forest Supervisor of the Ottawa National Forest in Ironwood, Michigan, on matters affecting the administration of the Forest, including policy, programs, and planning. The committee shall study and discuss Forest management, assist in preparing the agenda, and render advice. Responsibility for final decisions, however, remains with the Forest Service in accordance with existing laws and regulations.

TERMINATION. The committee will terminate on February 1, 1976, unless the Assistant Secretary for Conservation, Research and Education determines not more than sixty (60) days prior to the termination date that continuation is in the public interest.

A charter will be prepared and filed in compliance with Public Law 92-463.

ERS ESA-Head CB
Agric. History
Historical Services
Room 144, 500 12th St.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 17, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Public Building Fund - "Pay for Space"

Starting July 1 we will be paying rent for all space under the management control of the General Services Administration. Our original bill was for $87 million. Agency efforts in identifying misclassification and measurement errors and some negotiating reduced this figure to $69 million.

We have been continuing the negotiations with GSA and the Office of Management and Budget to attain more realistic rental rates. Progress has been made.

1. OMB has reduced the GSA rates by 13 percent across the board.

2. The rates in rural areas (outside GSA "Urban Centers") will be reduced an additional 12 percent.

3. GSA has also agreed to make adjustments on a case-by-case basis where the SLUC rate is drastically out of line with the prevailing rates in the community.

The 13 percent and 12 percent reductions will be reflected in the fiscal year 1975 billing from GSA. Our budget request has been adjusted accordingly.

A procedure for handling the individual case problems is being developed by GSA. As soon as this has been established we will pass it on to your Administrative staff. In the meantime, you should identify and document those cases where the SLUC rate, after the reductions mentioned above, exceeds known commercial rates for comparable space by 25 percent or more. This will permit speedy review and adjustments when the procedures are announced.

We will keep you advised of any further changes.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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May 9, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

1974 Summer Employment Program for Youth

President Nixon has announced the 1974 Federal Summer Employment Program for Youth and has asked our personal support for this important effort.

I expect Agencies of the Department to participate fully in this program. Summer Aids should be employed wherever effective use can be made of their service. I ask each of you to continue the leadership that has made this program successful. Make a strong effort to give needy youth the opportunity to cultivate good work habits and attitudes. Give them meaningful work as well as the best supervision and on-the-job training available. At the same time the Summer Aid will have the opportunity:

-to earn the financial means to complete educational aspirations,

-to obtain sound guidance on their choice of future careers as well as to gain practical work experience that will make them more employable for the future, and

-to enrich their knowledge of how their government serves the people.

Summer jobs for needy youth are to be provided in the Department at the rate of one job for every 40 regular employees. The jobs are to be given to young people ages 16 to 21 who need them the most because of economical or educational disadvantages. Based on the above formula, the Department's goal for 1974 is 1,936 jobs.

The Director of Personnel will assist you in every way possible. He will notify you soon on the hiring goal for your Agency. Individuals appointed under this program are exempt from ceilings.

Earl L. Butz

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

Distributed By AMS, AS,
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May 17, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Change in Abbreviation of Farmers Home Administration

A new abbreviation for the Farmers Home Administration has been established. For all matters involving an abbreviation, "FmHA" will be used in lieu of "FHA." Until all references are revised, FHA will be construed to mean FmHA. This change has been made to lessen the confusion between Farmers Home Administration and several other Federal agencies for which the standard abbreviation is "FHA."

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

Distributed By AMS, AS,
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June 10, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Appointment of Director, National Agricultural Library

Dr. Richard A. Farley has been selected for the position of Director, National Agricultural Library, effective July 1, 1974. He succeeds Mr. John Sherrod who resigned in April 1973.

Dr. Joseph F. Caponio, who had been serving as Acting Director, left June 9, 1974, to join the National Oceanic and Atmospheric Administration, Mr. Samuel T. Waters will serve as Acting Director from June 10, 1974 to June 30, 1974.

Robert W. Long
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

Distributed By AMS, AS,
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July 8, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Forest Research Advisory Committee, Orono, Maine

The Forest Research Advisory Committee, Orono, Maine, is hereby renewed for an additional 2-year period.

This is a local advisory committee, established by the Forest Service on July 2, 1948, to advise the Director of the Northeastern Forest Experiment Station on the definition and selection of problems assigned to the Silviculture Research Project at Orono, Maine, and on coordination of this project with other research.

The committee is needed to obtain the counsel of informed, leading citizens to insure the proper coordination, responsiveness, and application of research conducted within the Northeastern Forest Experiment Station.

Barton M. Blum, Chief of Laboratory, will be the Forest Service Official present at meetings and serving as secretary.

The committee will terminate on June 30, 1976, unless the Assistant Secretary for Conservation, Research, and Education determines not more than sixty (60) days prior to the termination date, that continuation is in the public interest.

A charter will be prepared and filed in compliance with Public Law 92-463.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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July 26, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Deschutes National Forest Advisory Committee

The Deschutes National Forest Advisory Committee is hereby renewed for an additional 2-year period.

This is a local advisory committee, established by the Forest Service on July 1, 1970, to consider broad questions of policy, programs, and procedures concerning protection, development, and multiple use management of the Deschutes National Forest.

The committee is needed to obtain the counsel of informed, leading citizens on policies and programs affecting the management and use of natural resources on Federal lands.

The Forest Supervisor of the Deschutes National Forest will serve as chairman of the committee. Membership will be balanced to include a broad segment of the local population.

The committee will terminate June 30, 1976, unless the Assistant Secretary for Conservation, Research, and Education determines beforehand that continuation is in the public interest.

Renewal of this committee is in the public interest in connection with duties imposed on the Forest Service by law.

A separate charter will be filed in compliance with Public Law 92-463.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

August 6, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Pesticides for Minor Crops

Recent and proposed changes in the Federal Insecticide, Fungicide, and Rodenticide Act emphasize the need for increased efforts in the development of the information needed to obtain registration of certain pesticides for use on minor crops including ornamentals, turf, etc.

Kenneth C. Walker, Assistant to Administrator, Agricultural Research Service, will serve on a temporary basis to evaluate the Department's efforts in this area and to develop recommendations for our future programs. He will be working with Agencies of the Department, State Agricultural Experiment Stations, the Environmental Protection Agency, the Interregional Project - Number 4, the chemical industry, and others. Mr. Walker will report to the Assistant Secretary for Conservation, Research and Education, through the Administrator, ARS.

Your cooperation will be appreciated in accomplishing this important task.

Earl L. Butz

Earl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

Distributed By AMS, AS,
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August 29, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Officials to Certify Reports on Appropriations and Funds Required under Section 1311 of Public Law 663, 83rd Congress, Approved August 26, 1954

In accordance with the requirements of Section 1311 of Public Law 663, 83rd Congress, approved August 26, 1954 (31 U.S.C. 200), agency officials occupying or acting in the following listed positions are hereby designated to certify that the amounts shown as obligations on a Treasury GFO Form 2108 are supported by the documentary evidence required by Section 1311 of Public Law 663, approved August 26, 1954.

Agricultural Research Service
Director, Budget and Finance Division

Animal and Plant Health Inspection Service
Director, Budget and Finance Division

Agricultural Marketing Service
Deputy Administrator, Management
Director, Financial Services Division

Agricultural Stabilization and Conservation Service
Chief, Accounting Field Office, Fiscal Divison

Commodity Credit Corporation
Comptroller, Commodity Credit Corporation

Extension Service
Director, Management Operations Staff
Chief, Accounting Operations Branch,
Management Operations Staff

Farmers Home Administration
Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation
Assistant Manager - Administration
Director, Budget and Finance Division

Food and Nutrition Service
Deputy Administrator, Management
Director, Finance and Program Accounting Division

Foreign Agricultural Service
Director, Budget and Analysis Division

Forest Service
Director, Fiscal and Accounting Management

Rural Electrification Administration
Assistant Administrator - Administration
Director, Accounting and Auditing Division
Chief, Agency Accounting Branch, Accounting and Auditing Division

Soil Conservation Service
Director, Budget and Finance Division

Commodity Exchange Authority
Cooperative State Research Service
Economic Research Service
Farmer Cooperative Service
National Agricultural Library
Office of the General Counsel
Office of the Inspector General
Office of Management Services
Offices financed under "Office of the Secretary"
Packers and Stockyards Administration
Rural Development Service
Statistical Reporting Service
Director, Budget and Finance Division
Economic Management Support Center

Special Departmental Allocation or Transfer Accounts
Deputy Director, Office of Mangement and Finance
Chief, Budget Division, Office of Management and Finance

Memorandum to Heads of Department Agencies, dated August 2, 1973, is hereby superseded.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 9, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Pacific Northwest Forestry Research Advisory Committee

The Pacific Northwest Forestry Research Advisory Committee is hereby reestablished for a 2-year period from the date of this memorandum.

This is a local advisory committee, established by the Forest Service in 1926 to advise the Station Director of the Pacific Northwest Forest and Range Experiment Station in Portland, Oregon, on research projects and programs for attainment of relative priorities and program balance in accordance with regional needs and public interest.

The committee is needed to obtain the counsel of informed, leading citizens on research policies and programs affecting the management and use of natural resources.

The Director of the Pacific Northwest Forest and Range Experiment Station will serve as chairman of the committee.

The committee will terminate 2 years after date of this memorandum, unless the Assistant Secretary for Conservation, Research and Education determines not more than 60 days prior to the termination date that continuation is in the public interest.

It has been determined that reestablishment of this committee is in the public interest in connection with duties imposed on the Department by law.

Committee membership will be balanced in terms of the points of view represented. It is planned to appoint a cross section of members representing forest and conservation associations, universities, industry, research, the National Wildlife Federation, local, State, and Federal government, and the news media.

A charter will be prepared and filed in compliance with Public Law 92-463.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

Agric. Historical Services
Room 144, 500 12th St

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 25, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Wasatch National Forest Advisory Committee

The Wasatch National Forest Advisory Committee is hereby reestablished for a 2-year period from the date of this memorandum.

This is a local advisory committee established by the Forest Service in 1962 to advise the Forest Supervisor of the Wasatch National Forest in Salt Lake City, Utah, on broad questions of policy, programs, and procedures concerning protection, development, and multiple use management of the Wasatch National Forest.

The committee is needed to obtain the counsel of informed, leading citizens on policies and programs affecting the management and use of natural resources on Federal lands.

The Forest Supervisor of the Wasatch National Forest will serve as chairman of the committee.

The committee will terminate 2 years after date of this memorandum, unless the Assistant Secretary for Conservation, Research, and Education determines not more than 60 days prior to the termination date that continuation is in the public interest.

It has been determined that reestablishment of this committee is in the public interest in connection with duties imposed on the Department by law.

Committee membership will be balanced in terms of the points of view represented. It is planned to appoint a cross section of members representing industry, education, environmental concerns, news media, women's clubs, farmers, local government, utilities, and the general public.

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Agric. Historical Services
Room 144, 500 12th St

A charter will be prepared and filed in compliance with Public Law 92-463.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 25, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Sawtooth National Forest Multiple Use Advisory Committee

The Sawtooth National Forest Multiple Use Advisory Committee is hereby reestablished for a 2-year period from the date of this memorandum.

This is a local advisory committee established by the Forest Service in 1962 to advise the Forest Supervisor of the Sawtooth National Forest in Twin Falls, Idaho, on broad questions of policy, programs and procedures concerning protection, development, and multiple use management of the Sawtooth National Forest.

The committee is needed to obtain the counsel of informed, leading citizens on policies and programs affecting the management and use of natural resources on Federal lands.

The Forest Supervisor of the Sawtooth National Forest will serve as chairman of the committee.

The committee will terminate 2 years after date of this memorandum, unless the Assistant Secretary for Conservation, Research, and Education determines not more than 60 days prior to the termination date that continuation is in the public interest.

It has been determined that reestablishment of this committee is in the public interest in connection with duties imposed on the Department by law.

Committee membership will be balanced in terms of the points of view represented. It is planned to appoint a cross section of the public in south-central Idaho. This should include forest users, the news media, and representatives of industry, universities, natural resource organizations, and others willing to serve.

A charter will be prepared and filed in compliance with Public Law 92-463.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 25, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Sawtooth National Forest Multiple Use Advisory Committee

The Sawtooth National Forest Multiple Use Advisory Committee is hereby reestablished for a 2-year period from the date of this memorandum.

This is a local advisory committee established by the Forest Service in 1962 to advise the Forest Supervisor of the Sawtooth National Forest in Twin Falls, Idaho, on broad questions of policy, programs and procedures concerning protection, development, and multiple use management of the Sawtooth National Forest.

The committee is needed to obtain the counsel of informed, leading citizens on policies and programs affecting the management and use of natural resources on Federal lands.

The Forest Supervisor of the Sawtooth National Forest will serve as chairman of the committee.

The committee will terminate 2 years after date of this memorandum, unless the Assistant Secretary for Conservation, Research, and Education determines not more than 60 days prior to the termination date that continuation is in the public interest.

It has been determined that reestablishment of this committee is in the public interest in connection with duties imposed on the Department by law.

Committee membership will be balanced in terms of the points of view represented. It is planned to appoint a cross section of the public in south-central Idaho. This should include forest users, the news media, and representatives of industry, universities, natural resource organizations, and others willing to serve.

A charter will be prepared and filed in compliance with Public Law 92-463.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 25, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Northeastern Forest Research Advisory Committee

The Northeastern Forest Research Advisory Committee is hereby reestablished for a 2-year period from the date of this memorandum.

This is a local advisory committee established by the Forest Service in 1924 to advise the Station Director of the Northeastern Forest Experiment Station in Upper Darby, Pennsylvania, on research projects and programs so that full consideration may be given to a balanced research effort in accordance with regional needs and public interest.

The committee is needed to obtain the counsel of informed, leading citizens on research policies and programs affecting the management and use of natural resources.

The Director of the Northeastern Forest Experiment Station will serve as executive secretary to the committee.

The committee will terminate 2 years after date of this memorandum, unless the Assistant Secretary for Conservation, Research, and Education determines not more than 60 days prior to the termination date that continuation is in the public interest.

It has been determined that reestablishment of this committee is in the public interest in connection with duties imposed on the Department by law.

Committee membership will be balanced in terms of the points of view represented. It is planned to appoint a cross section of

members representing forestry, conservation organizations, industry, research, environmental, engineering, wildlife, medicine, State and Federal government, and the news media.

A charter will be prepared and filed in compliance with Public Law 92-463.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 25, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

California Advisory Committee to the U. S. Forest Service

The California Advisory Committee to the U. S. Forest Service is hereby reestablished for a 2-year period from the date of this memorandum.

This is a regional advisory committee, established by the Forest Service in 1948 to advise the Regional Forester and Station Director on broad questions of policy, programs, and procedures affecting the multiple use management of the National Forests in the California Region and the research program of the Pacific Southwest Forest and Range Experiment Station.

Continuation of the committee is necessary because the need for public counsel on forestry programs, policies, and practices is now more clearly apparent than at any time. Conflicts between various interest groups in the use of forest resources has intensified.

The Regional Forester of the California Region will serve as chairman of the committee.

The committee will terminate 2 years after date of this memorandum, unless the Assistant Secretary for Conservation, Research, and Education determines not more than 60 days prior to the termination date that continuation is in the public interest.

It has been determined that reestablishment of this committee is in the public interest in connection with duties imposed on the Department by law.

It is planned to appoint a balanced membership of conservationists and researchers drawn from universities, industrial and financial communities, State and Federal government, news media, and the public in general.

A charter will be prepared and filed in compliance with Public Law 92-463.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 1, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Career Civil Service Merit Principles

Here is a copy of President Ford's statement on the Career Civil Service (printed on the reverse of this memorandum). I believe that in Agriculture we have demonstrated that our career staff merits all of the praise extended to them by the President. I further believe that within Agriculture, we have done a commendable job of hiring and promoting people based on merit principles. I want each of you to assure that your personnel operations fully meet the President's requirement that the basic merit system be protected.

Earl L. Butz
Secretary of Agriculture

See reverse for President Ford's statement.

ERS ESAD CB
Ag History Branch
Chief
Room 144, 500 12th Street

THE WHITE HOUSE

WASHINGTON

September 20, 1974

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

Whatever else, recent experience has proven one thing about the Federal Government: It can continue to function and move ahead even under the most difficult circumstances. This is due chiefly to more than two million career civil servants who, day-in and day-out, give of themselves in a thoroughly dedicated and efficient manner to assure this continuity.

These men and women act in the best traditions of the career civil service which has demanded from them for more than 90 years the highest degree of professionalism and competence. In return, it has assured them of a competitive system free from political considerations either in their appointments or in their promotions.

I intend to keep it that way -- and I call upon you to see to it that the merit principles contained in the Civil Service Act and the personnel laws and regulations are fully and effectively carried out in your department or agency. Appointments and promotions in the career service must not be made on the basis of either politics, race, creed or sex.

I have informed the Chairman of the United States Civil Service Commission of my determination to keep the Federal career service just that -- a career service in which men and women can be accepted in the first place on their ability and promoted on their merit. I ask you to make sure your agency fully complies with both the letter and the spirit of the law in this regard.

Gerald R. Ford

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 2, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

National Employ the Handicapped Week
October 6 - 12, 1974

The Rehabilitation Act of 1973 requires all agencies to expand employment opportunities for handicapped persons. The USDA Affirmative Action Program outlines the objectives and action items to implement this requirement.

President Ford has proclaimed the week beginning October 6, 1974 as National Employ the Handicapped Week. The theme for this week is "People." People who are interesting and exciting, people who are well qualified to work at many jobs, people who want to work, people who are national resources not being fully used, people whose disability is only incidental. People who want only the chance to prove that they can do a job well.

I urge you to join with me in observing National Employ the Handicapped Week, 1974, by making every effort to eliminate prejudicial, architectural, transportation, and other barriers which prevent their employment. Let us renew our determination to provide employment opportunities for handicapped persons as a sound principle of good management.

Earl L. Butz
Secretary of Agriculture

September 1, 1975, and will terminate upon acceptance of the report. Those segments of the study and recommendations related directly to the 1975 loan program should be reported not later than March 1, 1975.

It is anticipated that this Committee will hold approximately six meetings.

This memorandum also serves as the charter for the Committee.

Earl L. Butz
Secretary of Agriculture

See page 4 of this memorandum for designation of officers of the National Cotton Marketing Study Committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 22, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Officers of the
National Cotton Marketing Study Committee

The National Cotton Marketing Study Committee, of which I am Chairman, was established by Secretary's Memorandum No. 1852 dated October 22, 1974.

Effective immediately, I am designating Dr. Amos D. Jones, Economic Research Service, to be Chairman. W. D. Lawson, III, of Gastonia, North Carolina, is designated as the Vice-Chairman, and Irving R. Starbird, Economic Research Service, is designated as the Executive Secretary

Don Paarlberg

DON PAARLBERG
Director
Agricultural Economics

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 5, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Disadvantaged Business Assistance (8(a)) Program

In FY 1974, eight of the agencies listed below placed 77 contracts worth $2,592,000 with disadvantaged firms. The Food and Nutrition Service did particularly well in placing over 16% of its total procurement dollars with 8(a) contractors.

Many of the 8(a) contracts placed in FY 74 were for performance in rural areas. Awarding these contracts under the 8(a) program required a special and commendable effort on the part of your procurement officers.

The goals each agency has set for itself in FY 1975 are as follows:

Forest Service	$1,395,000
Soil Conservation Service	750,000
Agricultural Research Service	391,000
Food and Nutrition Service	220,000
Agricultural Marketing Service	180,000
Agricultural Stabilization and Conservation Service	75,000
Animal and Plant Health Inspection Service	60,000
Office of Operations	50,000
Farmers Home Administration	10,000
	$3,131,000

Reaching this goal will require continuation of the support you and your staff have given the program in the past. I am confident of this support and look forward to another successful year.

J. Phil Campbell

J. Phil Campbell
Under Secretary

ERS ESAD CB
Ag History Branch
Chief
Room 144, 500 12th Street

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 6, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Merit Principles

The past year has seen considerable publicity concerning violations of basic merit principles in the Federal Civil Service. This matter was the subject of a memorandum from President Ford emphasizing his intention to protect the integrity of merit principles contained in the basic Civil Service Act and other personnel laws and regulations. The Secretary sent you a copy of the President's memorandum on October 1. Robert Hampton, Chairman of the Civil Service Commission, has followed up by requesting the Secretary to report action taken to insure compliance with the President's memorandum.

On the whole, it appears that USDA managers have done a commendable job living up to both the spirit and letter of personnel laws and regulations. However, we probably do have weak spots -- primarily in accurate classification of jobs and in following merit promotion principles.

It is imperative that all of our managers who make personnel decisions be fully aware of their responsibilities in this area. Personnel management in the Federal Service is based on laws and regulations that are just as important and binding as the rules governing the expenditure of Federal funds. Violations of these laws and regulations not only weaken the entire personnel system but also are a cause for disciplinary action. It should be fully understood that:

- To cause a position to be misclassified, or to falsely certify as to duties of a position, to obtain a higher grade than merited is a violation of law.

- To promote or to cause a promotion in violation of merit promotion requirements is a violation of law.

- To preselect an individual and falsely structure job requirements to assure his or her ultimate selection from a register is a violation of law.

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Ag History Branch
Chief
Room 144, 500 12th Street
CB

- To falsely certify as to the true character of a position in order to hire an individual as a Consultant or Expert is a violation of law.

We should all take the necessary steps to inform all of our employees with personnel management responsibility of the imperative necessity of strict adherence to personnel laws and regulations. The Civil Service Commission and the Office of Personnel are expected to step up their future review and evaluation activities to check compliance with these laws and regulations.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 6, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

White Mountain National Forest Advisory Committee

The White Mountain National Forest Advisory Committee is hereby renewed for an additional 2-year period.

This is a local advisory committee, established by the Forest Service on October 15, 1970, to advise the Forest Supervisor of the White Mountain National Forest in Laconia, New Hampshire, about policies, programs, and plans affecting management of the National Forest.

The committee is needed to obtain the counsel of informed, leading citizens on policies and programs affecting the management and use of natural resources on Federal lands.

The Forest Supervisor of the White Mountain National Forest will serve as chairman of the committee.

The committee will terminate on October 15, 1976, unless the Assistant Secretary for Conservation, Research, and Education determines not more than 60 days prior to the termination date that continuation is in the public interest.

It has been determined that renewal of this committee is in the public interest in connection with duties imposed on the Department by law.

Committee membership will be balanced in terms of the points of view represented. It is planned to appoint a cross section of members representing the general public, State and local government, conservation organizations, industry, education, forestry, wildlife, trail, ski, and other outdoor interests.

A charter will be prepared and filed in compliance with Public Law 92-463.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

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December 5, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Employment of Experts and Consultants

The Department is under a mandate from the Civil Service Commission to exercise strict control in its employment of experts and consultants.

Prior to the employment of an individual as an expert or consultant, it will be incumbent on Agencies to make a positive determination that the position is required, that the individual actually possesses superior knowledges and skills in his particular field, that selection was proper, and that the individual will be productively utilized after appointment.

I hope that you will take a personal interest in assuring that each expert and consultant appointment is aimed to meet a specific need.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 13, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Transfer of the ADP Procurement Function
to the Office of Operations

Effective December 8, 1974, the responsibility for the procurement of ADP equipment and services is transferred from ADS to OO.

The requirement for ADS technical approval before procurement action is initiated remains unchanged.

The applicable sections of 10AR will be revised to reflect these changes.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

ERS ESA
Agric. Historical Services
Room 144, 500 12th St

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 19, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Conservation of Energy-Corrected

Last year the President called upon the Department to reduce our projected consumption of energy resources by the equivalent of 250 thousand barrels of petroleum product. I am pleased to tell you that the goal was exceeded. Our total energy savings was the equivalent of 288 thousand barrels.

I thank you and your employees for your cooperation in making our achievement possible.

President Ford has directed that the Federal Energy Management Program be continued. On October 18, 1974, he established an energy conservation goal for the Federal agencies for fiscal year 1975 of 15 percent savings below energy consumed in fiscal year 1973.

The President's goal presents a particular challenge to our Department. All of us must exercise our management skills to the utmost to attain the goal without sacrificing essential services and programs.

The Assistant Secretary for Administration directs the Department's internal energy management program. I expect each agency head to personally support the specific conservation actions which will be required under the program.

Earl L. Butz
Secretary of Agriculture

ERS ESAD CB
Ag History Branch
Chief
Room 144, 500 12th Street

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 23, 1974

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Appointment of Director, Office of Operations

Mr. John J. Keaney has been named Director, Office of Operations, effective December 22, 1974.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 6, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Shippers Advisory Committee

The Shippers Advisory Committee was established February 22, 1939, under the provisions of Federal Marketing Order 905, as amended (7 CFR Part 905), which regulates the handling of oranges, grapefruit, tangerines, and tangelos grown in Florida. The order is effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601-674). The Shippers Advisory Committee acts in an advisory capactiy to the Growers Administrative Committee. Because the Shippers Advisory Committee furnishes advice essential to the operation of the marketing order program, I have determined, pur - suant to the Federal Advisory Committee Act (86 Stat. 770), that it shall be renewed. Such action is in the public interest in connection with the performance of duties conferred upon the Department by law.

The duties of the Shippers Advisory Committee cannot reasonably be completed in less than 2 years. The Shippers Advisory Committee will terminate January 5, 1977, unless a determination is made, not more than 60 days prior to that date, that its continued existence is in the public interest.

Membership on the Shippers Advisory Committee shall be as set forth in the order. At least three members and their alternates shall be from nominees submitted by bona fide cooperative marketing organizations which are handlers. The remaining members and their alternates shall be from nominees submitted by handlers other than cooperative marketing organizations, with at least three members and their alternates being handlers and likewise producers.

The purpose of the Shippers Advisory Committee is to recommend appropriate regulations for any variety of fruit, covered by the order, uring such period or periods as it deems appropriate to the Growers Administrative Committee.

The Chairman and Vice Chairman will be elected by members of the Shippers Advisory Committee. The Officer in Charge, Fruit and Vegetable Division, Lakeland Marketing Field Office, Lakeland, Florida, is designated to attend meetings of the Shippers Advisory

The organization having primary responsibility for the operation of the Board and for providing operating costs and staff support is the Hop Administrative Committee of Marketing Order No. 991. Annual operating costs of the Board total about $3,000. Funds for the operation of the Board are obtained by assessment on hop handlers. There is no cost to the Government.

This Memorandum also serves as the charter for the Hop Marketing Advisory Board.

Richard L. Feltner
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 6, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Hop Marketing Advisory Board

The Hop Marketing Advisory Board was established July 19, 1966, under the provisions of Federal Marketing Order 991, as amended (7 CFR Part 991), which regulates the handling of hops grown in Washington, Oregon, Idaho and California. The Order is effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601-674). The Board acts in an advisory capacity to the Hop Administrative Committee. Because the Board furnishes advice essential to the operation of the marketing order program, I have determined, pursuant to P. L. 92-463, that it shall be renewed. Such action is in the public interest in connection with the performance of duties conferred upon the Department by law.

The duties of the Board cannot reasonably be completed in less than 2 years. The Board will terminate January 5, 1977, unless a determination is made, not more than 60 days prior to that date, that its continued existence is in the public interest.

The Board represents handlers of hops. Three member positions are alloted to handlers on the basis of the quantities handled; one is for all remaining handlers other than extractors of hops; and one is for handlers who are extractors.

The purpose of the Board is to make recommendations to the Hop Administrative Committee concerning marketing policy and other operational matters as it deems proper or as the Committee may request.

The Chairman and Vice Chairman will be elected by members of the Board. The Officer in Charge, Fruit and Vegetable Division, Marketing Field Office, Portland, Oregon, is designated to attend meetings of the Board as the official Department of Agriculture representative. The Manager, Hop Administrative Committee, will keep all records for the Board.

It is anticipated that the Board will meet once each crop year at the call of the Chairman.

Committee as the official Department of Agriculture representative. The Manager, Growers Administrative Committee, will keep all records for the Shippers Advisory Committee.

It is anticipated that the Shippers Advisory Committee will meet about twenty times each crop year at the call of the Chairman.

The organization having primary responsibility for the operation of the Shippers Advisory Committee and for providing operating costs and staff support is the Growers Administrative Committee of Marketing Order No. 905. Annual operating costs of the Shippers Advisory Committee total about $3,500. Funds for the operation of the Shippers Advisory Committee are obtained by assessment on handlers of the regulated commodity. There is no cost to the Government.

This Memorandum also serves as the charter for the Shippers Advisory Committee.

Richard L. Feltner
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 6, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Raisin Advisory Board

The Raisin Advisory Board was established August 18, 1949, under the provisions of Federal Marketing Order 989, as amended (7 CFR Part 989), which regulates the handling of raisins produced from grapes grown in California. The Order is effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601-674). The Board acts in an advisory capacity to the Raisin Administrative Committee. Because the Board furnishes advice essential to the operation of the marketing order program, I have determined, pursuant to P. L. 92-463, that it shall be renewed. Such action is in the public interest in connection with the performance of duties conferred upon the Department by law.

The duties of the Board cannot reasonably be completed in less than 2 years. The Board will terminate January 5, 1977, unless a determination is made, not more than 60 days prior to that date, that its continued existence is in the public interest.

Membership of the Board shall be balanced both geographically and by marketing function. Grower representation is based upon quantity of raisins produced in specified districts in California. Cooperative and independent handlers, dehydrators, processors and producer bargaining associations also are represented.

The purpose of the Board is to make recommendations to the Administrative Committee concerning marketing policy, the free and reserve percentages, and other operational matters as it deems proper or as the Committee may request. The Board shall also make nominations to the Secretary for member and alternate member positions on the Committee.

The Chairman and Vice Chairman will be elected by members of the Board. The Officer in Charge, Fruit and Vegetable Division, Marketing Field Office, Fresno, California, is designated to attend meetings of the Board as the official Department of Agriculture representative. The Manager, Raisin Administrative Committee, will keep all records for the Board.

It is anticipated that the Board will meet about six times each crop year at the call of the Chairman.

The organization having primary responsibility for the operation of the Board and for providing operating costs and staff support is the Raisin Administrative Committee of Marketing Order No. 989. Annual operating costs of the Board total about $4,500. Funds for the operation of the Board are obtained by assessment on raisin handlers. There is no cost to the Government.

This Memorandum also serves as the charter for the Raisin Advisory Board.

Richard L. Feltner
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 6, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Distributors' Advisory Committee

The Distributors' Advisory Committee was established March 18, 1955, under the provisions of Federal Marketing Order 918, as amended (7 CFR Part 918), which regulates the handling of fresh peaches produced in Georgia. The Order is effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601-674). The Distributors' Advisory Committee acts in an advisory capacity to the Industry Committee. Because the Distributors' Advisory Committee furnished advice essential to the operation of the marketing order program, I have determined, pursuant to P. L. 92-463, that it shall be renewed. Such action is in the public interest in connection with the performance of duties conferred upon the Department by law.

The duties of the Distributors' Advisory Committee cannot reasonably be completed in less than 2 years. The Distributors' Advisory Committee will terminate January 5, 1977, unless a determination is made, not more than 60 days prior to that date, that its continued existence is in the public interest.

Membership on the Distributors' Advisory Committee shall be as set forth in the order. The three shippers who shipped the largest proportion of peach shipments during the preceding season are entitled to one member each. The remaining four members are selected from the remaining handlers. Each district of the production area shall be represented by at least one member and alternate member.

The purpose of the Distributors' Advisory Committee is to submit its recommendations for regulation of shipments of peaches to the Industry Committee each time the Industry Committee meets. When authorized by the Industry Committee, members of the Distributors' Advisory Committee may attend, and participate in, conferences and consultations with any other committee or representation thereof, established under any marketing agreement and order program, pursuant to the Agricultural Marketing Agreement Act, with respect to the handling of peaches grown in the area or in any other State.

The Chairman and Vice Chairman will be elected by members of the Distributors' Advisory Committee. The Officer in Charge, Fruit and Vegetable Division, Lakeland Marketing Field Office, Lakeland, Florida, is designated to attend meetings of the Distributors' Advisory Committee as the official Department of Agriculture representative. The Manager, Industry Committee, will keep all records for the Distributors' Advisory Committee.

It is anticipated that the Board will meet about once each crop year at the call of the Chairman.

The organization having primary responsibility for the operation of the Distributors' Advisory Committee and for providing operating costs and staff support is the Industry Committee of Marketing Order No. 918. Annual operating costs of the Distributors' Advisory Committee total about $625. Funds for the operation of the Distributors' Advisory Committee are obtained by assessment on handlers of Georgia peaches. There is no cost to the Government.

This Memorandum also serves as the charter for the Distributors' Advisory Committee.

Richard L. Feltner
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 9, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Acting Chief Judge, Office of Administrative Law Judges

Effective immediately, Mr. John A. Campbell is designated Acting Chief Judge, Office of Adminstrative Law Judges.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 9, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Separated ASCS County Office Employees

Due to reduction in workload, approximately 800 ASCS County Office employees have or will be separated in the near future. These employees, although not in the competitive service, perform work for the Department and are familiar with the Department's programs. Any USDA Agency having appropriate vacancies for these persons should assure that they receive every proper consideration for employment. The ASCS State Executive Directors are referring lists of separated County Office employees to all USDA Agencies within their state. Agencies interested in employing any of these employees should make direct contact with the State Executive Director.

Your full cooperation in consideration of these employees will be appreciated.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 10, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Black History Week, February 9-15, 1975

Each year one week in February is designated as "Black History Week," the purpose of which is to recognize the important contributions made to our nations's life and culture by Black citizens.

We, in the Department of Agriculture should take pride in the many achievements of Black employees of the Department, and to the contributions that Black citizens have made over the years to Agricultural programs and related fields. Many of these achievements have for too long been obscured and unsung. It is therefore appropriate that emphasis on these and other achievements take place in our schools, and colleges and in daily community life in order to reflect on these contributions.

In this spirit, I urge my fellow employees of the Department of Agriculture to be mindful of and participate in local and community sponsored observances during this special week.

J. Phil Campbell
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 27, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Multilateral Trade Negotiations

The multilateral trade negotiations that are scheduled to open soon will do much to shape the future for U.S. agriculture. The outcome in Geneva will be crucial to our market-oriented agricultural system, which looks to foreign markets as an outlet for over one-fourth of its harvested acreage and last year tapped foreign markets for 40 percent of its cash receipts from crops.

You are aware that protectionist sentiment is on the rise in the current international climate. I view the forthcoming negotiations as the best chance we have to reverse this trend, to reduce or eliminate trade barriers which, until the unusual conditions of the recent past, have kept our farmers from full production and from the income benefits that lie in the international market.

The Geneva negotiation is a Department mission, requiring Departmentwide support. The Foreign Agricultural Service, charged with representing agriculture on the U.S. negotiating team, will, in the months immediately ahead, be calling on other agencies for manpower, both professional and clerical, to help in the massive task of preparing and presenting agriculture's case. I ask that you make every effort to respond affirmatively to these requests to the end that the benefits to American agriculture to be gained from these negotiations are maximized.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 28, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

International Women's Year 1975

1. The United Nations, in recognizing the 25th anniversary of the establishment of the U.N. Commission on the Status of Women, issued in December 1972, a resolution designating 1975 as International Women's Year (IWY). The purpose is to assess the progress that has been made since the inception of the Commission and to focus attention throughout the world on the situation of women and the means of improving their status.

2. The U.N. Resolution designating 1975 as IWY lists three main objectives:

a. To promote equality between men and women.

b. To insure the full participation of women in all aspects of national and international life (the U.N. calls it "integration in development").

c. To recognize the contributions of women to the promotion of friendly relations and cooperation among nations and to world peace.

The U.N. Commission at a meeting in New York in January 1974, stated these objectives briefly as: equality, development, peace.

3. A U.N. sponsored International Conference for IWY will be held in Mexico City, Mexico, from June 23 to July 4, 1975. This conference of world governments will be guided by the three main objectives of IWY in reviewing the progress made so far in advancing women's rights and responsibilities and in making suggestions and plans for future progress.

4. Presidential Proclamation 4262, January 30, 1974, designated 1975 as International Women's Year in the United States. President Gerald R. Ford on January 9, 1975, signed Executive Order 11832

establishing a National Commission on the Observance of IWY 1975 to promote the national observance in the United States of IWY and to focus attention on the need to encourage appropriate and relevant cooperative activity in the field of women's rights and responsibilities. The Executive Order also provided for the assistance and cooperation, to the extent permitted by law, of any agency of the Executive Branch of the Government to the Commission on request, and additionally established an interdepartmental task force for International Women's Year to coordinate the activities undertaken by the Executive Branch of the United States Government as well as those undertaken by the national Commission. Two persons, a man and a woman, from Agriculture are being named to this interdepartmental task force and will also be responsible for planning and implementation of projects and programs within the Department. The persons so designated are Mrs. Marjory Hart and Mr. James Entwistle.

5. In recognition and support of these actions, I hereby designate 1975 as International Women's Year in the Department of Agriculture and urge Agency and Office participation in appropriate programs and activities which will promote the U.N. goals of equality, development, and peace as they apply to programs and missions of the Department.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 28, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Coordination of USDA Energy Management Activities

President Ford in his State of the Union Address pointed out that this country must become invulnerable to cutoffs of foreign oil. Achievement of this goal will require the cooperation of the entire Nation. It will necessitate the coordination of the vast numbers of energy activities which are and will be carried out to achieve this goal.

In order to assure the coordination of energy activities by the agencies of the Department, I have delegated to the Assistant Secretary for International Affairs and Commodity Programs the responsibility to coordinate the energy management activities of the Department related to people and organizations served by the Department and to maintain liaison with other Government agencies in these matters. This responsibility will be carried out through the Agricultural Stabilization and Conservation Service (ASCS). The ASCS Administrator has designated Mr. William J. Scherle, Assistant Deputy Administrator, Programs, to be the Department's contact for USDA agencies and to be liaison with other Government agencies in these matters.

I have also delegated to the Assistant Secretary for Administration the responsibility to develop and implement energy management actions related to the internal operations of the Department, and to maintain liaison with other Government agencies in these matters. The Office of Operations is designated as the action office.

I urge each one of you to give your full cooperation in the coordination of the Department's energy management activities.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 28, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Cradle of Forestry in America Advisory Committee

The Cradle of Forestry in America Advisory Committee is hereby reestablished for a 2-year period from the date of this memorandum.

This is a regional advisory committee established by the Forest Service in 1971 to obtain counsel on policies and programs, and their application, in developing and managing the "Cradle of Forestry in America," a 6,800 acre site located on the Pisgah National Forest in North Carolina where significant conservation history took place. The Cradle of Forestry was established in 1968 by Congress.

The committee is needed to ensure involvement of concerned citizens in furthering the objectives of the Cradle of Forestry as enacted in Public Law 90-398. The committee provides essential expert advice from a variety of viewpoints on a unique and nationally significant forestry project.

The Regional Forester of the Sourthern Region shall serve as chairman of the committee.

The committee will terminate 2 years after date of this memorandum, unless the Assistant Secretary for Conservation, Research, and Education determines not more than 60 days prior to the termination date that continuation is in the public interest.

It has been determined that reestablishment of this committee is in the public interest in connection with duties imposed on the Department by law.

Committee membership will be balanced and representative of the wide spectrum of groups concerned with the history and use of the forest land.

A charter will be prepared and filed in compliance with Public Law 92-463.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 1, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Assistance to Veterans

In the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (P.L. 93-508, December 3, 1974), the Congress called upon all Agencies in the executive branch to promote the maximum of employment and job advancement opportunities within the Federal Government for qualified veterans of the Vietnam Era and disabled veterans.

The Department of Agriculture has continuously worked to provide employment opportunities for veterans. Public Law 93-508 places special emphasis on this program. I am in complete support of the policy expressed in the Law, and believe we must take steps to implement its requirements. I ask each of you to:

- - Reaffirm your interest in assisting Vietnam Era Veterans and disabled veterans to get jobs.

- - Issue policy statements emphasizing support for an affirmative action program plan to provide jobs in your Agency.

- - Submit two copies of your policy statement to Joseph R. Wright, Assistant Secretary for Administration by April 15, 1975.

- - Assure that Vietnam Era Veterans and disabled veterans are given special consideration in employment, training, development, and promotions.

- - Assign to the Coordinator for Selective Placement in your Agency the responsibility for managing the action program plan for disabled veterans.

- - Review and evaluate on a regular basis activities within your Agency to assure that the requirements of the Public Law and affirmative action program plan are implemented.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

April 8, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Large Area Crop Inventory Experiment

Secretary's Memorandum No. 1870 provides that the operating responsibility for LACIE, assigned to the Assistant Secretary for International Affairs and Commodity Programs, may be redelegated to the Administrator of the Foreign Agricultural Service. Pursuant thereto, I hereby assign to the Administrator, Foreign Agricultural Service, responsibility for the overall operation of LACIE and for providing overall administrative support required to effectively carry out LACIE. This shall include:

1. Establishing a LACIE Office, headed by a senior project leader, who will be responsible for directing and coordinating plans and efforts of all USDA personnel involved in LACIE, including those activities carried out in a field office located at the Johnson Space Center, Houston, Texas, and at other locations.

2. Establishing the detailed operational objectives and plans for LACIE, including an appropriate organization and staffing structure.

3. Developing a plan for evaluating the project's effectiveness in meeting overall objectives established in Secretary's Memorandum No. 1870.

4. Reporting progress on a quarterly basis to the LACIE Executive Steering Group.

5. Implementing an appropriate recruitment program, in cooperation with the participating agencies, to staff the project with capable people.

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Agricultural History
Room 146
500 12th Street

6. Developing regulations and procedures, in collaboration with other participating agencies, as may be necessary and appropriate to carry out the provisions of Secretary's Memorandum No. 1870.

7. Establishing and providing the necessary administrative support for the program, including support as required, to the field office operation at the Johnson Space Center, Houston, Texas, and at other field locations.

8. Preparing an annual LACIE budget and providing fiscal services in conjunction with participating agencies.

9. Providing procurement management support for LACIE contracts and agreements.

The delegation of authority made in this memorandum shall remain in effect for ninety days or until such earlier date as the delegations of authority for FAS published in the Federal Register are amended to provide for such delegation.

This memorandum expires July 7, 1975.

Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

April 9, 1975

MEMORANDUM TO HEADS OF DPEARTMENT AGENCIES

Designation of Acting General Counsel,
Office of the General Counsel

Effective immediately, Mr. R. Stanley Harsh is designated as Acting General Counsel, Office of the General Counsel.

Earl L. Butz
Secretary of Agriculture

ERS NEAD
Agricultural History
Room 146
500 12th Street
2

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 15, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Employment of Handicapped Individuals

The Rehabilitation Act of 1973 (PL 93-112) requires each Federal agency in the executive branch to expand their responsibilities for providing employment opportunities for handicapped persons. We must submit to the Civil Service Commission and the Federal Government Interagency Committee on Handicapped Employees an affirmative action program plan for the hiring, placement, and advancement of handicapped individuals. This plan must be updated annually.

We have an affirmative action program plan for FY 1975. An updated plan for FY 1976 is now being prepared for submission to the Civil Service Commission.

In the past year, we have taken positive steps to increase hiring of handicapped persons and to assure that handicapped employees are given equal opportunity for training and advancement. We must review actions we have taken and reaffirm our support for this program.

Agencies that have not designated a person to serve as coordinator for selective placement should do so at once. All major organizational units, including field units who have appointing authority should also designate coordinators.

I am confident that with leadership and support, the Department of Agriculture will continue to have an active, positive program for employment of handicapped persons.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 21, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Assistance To Veterans, REVISED

In the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (P. L. 93-508, December 3, 1974), the Congress called upon all Agencies in the executive branch to promote the maximum of employment and job advancement opportunities within the Federal Government for qualified veterans of the Vietnam Era and disabled veterans.

The Department of Agriculture has continuously worked to provide employment opportunities for veterans. Public Law 93-508 places special emphasis on this program. I am in complete support of the policy expressed in the Law, and believe we must take steps to implement its requirements. I ask each of you to:

-Reaffirm your interest in assisting Vietnam Era Veterans and disabled veterans to get jobs.

-Issue policy statements emphasizing support for and affirmative action program plan to provide jobs in your Agency.

-Submit two copies of your policy statement to Joseph R. Wright, Assistant Secretary for Administration, by April 30, 1975.

-Assure that Vietnam Era Veterans and Disabled veterans are given every proper consideration in employment, training, development, and promotions.

-Assign to the Coordinator for Selective Placement in your Agency the responsibility for managing the action program plan for disabled veterans.

-Review and evaluate on a regular basis activities within your agency to assure that the requirements of the Public Law and affirmative action program plan are implemented.

Earl L. Butz

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 21, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Equal Employment Opportunity

Attached is a March 6, 1975, memorandum from President Ford calling upon every Department to strengthen its efforts in equal employment opportunity.

The President's memorandum requires affirmative action to assure equal opportunity in all phases of Federal employment but most particularly in recruitment and upward mobility. The Department of Agriculture has made progress in recent years but there is much yet to be done. For example, the percentage of minorities among our permanent full-time workforce is now only 10.9%. Women are only 23.2% of our workforce. Minorities and women represent only 3.8% and 3.3% respectively of our GS-13 and above employees.

Managers and supervisors must understand that their roles in equal employment opportunity extend beyond passive non-discrimination. They play a central role in achieving equal opportunity through positive action to identify and overcome EEO problems. Managers and supervisors at all levels must be held accountable for their part in the EEO Program.

Each Agency Head should issue a separate memorandum reaffirming his support for the Equal Employment Opportunity Program and making all employees aware of the President's objectives in this Program.

Earl L. Butz
Secretary of Agriculture

Attachment

THE WHITE HOUSE

WASHINGTON

March 6, 1975

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

Chairman Hampton of the Civil Service Commission recently reported to me on progress to assure equal opportunity in Federal employment. I have also reviewed the most recent statistics on the employment of minorities and women in the Federal Government.

Minorities and women have demonstrated their ability to compete successfully under merit principles. Over one-fifth of the jobs in Government agencies are held by Blacks, Spanish-speaking Americans, American Indians and Asian Americans. Nearly one-third of all Federal employees are women.

While I am encouraged by these figures, our efforts must continue. For example, within the general schedule and similar grade groupings, minorities represent only 5.2% and women only 4.5% of Federal employees at GS 13 and above. I therefore want you to know how I view equal employment opportunity. I urge you to provide strong leadership in your own organization.

Our Nation's strength is based upon the concept of equal opportunity for all our citizens. Decisions motivated by factors not related to the requirements of a job have no place in the employment system of any employer and particularly the Federal Government.

But more is required than non-discrimination and prohibition of discriminatory practices. What is needed are strong affirmative actions to assure that all persons have an opportunity to compete on a fair and equal basis for employment and advancement in the Federal Government. Affirmative action includes recruitment activities designed to

reach all segments of our society, fair selection procedures, and effective programs of upward mobility so that all employees have the opportunity to gain skills to enable them to compete for higher level positions. Such actions are under way in the Federal Government. They must be continued and expanded.

Although the Federal Government has employed large numbers of minorities and women, vigorous efforts to assure equal employment opportunity must continue, particularly in those geographical areas and agencies and installations where more progress is needed. There are program areas where special emphasis is needed. There is reason to believe, for example, that the skills of the Spanish-speaking as a group have not yet been fully tapped. Also, a much wider range of employment opportunities for women can be opened. We cannot and must not permit persons to be locked into jobs not commensurate with their potential. I am looking to you and to every manager in the Federal Government to assure that employees, without regard to their race, national origin or sex, have an opportunity for advancement in accordance with individual abilities.

Moreover, men and women of all racial and ethnic backgrounds must be assured a fair opportunity to serve in positions where they can make a maximum contribution and participate in the decision-making process.

Equal employment opportunity doesn't just happen; it comes about because managers make it happen. I want equal opportunity to be reflected in every aspect of Federal employment. I have called on Chairman Hampton of the Civil Service Commission to keep me fully informed on an annual basis of the progress each Federal department and agency is making in this regard. Increased accountability on the part of Federal managers will help to promptly identify deficiencies and strengthen our EEO program at all levels.

Just as we will not condone preferences in employment decisions because of a person's race, ethnic origin or sex, we will not tolerate failure to

vigorously carry out affirmative actions in support of equal employment opportunity. I am asking for your personal commitment and active cooperation in assuring that the American ideal of true equal employment opportunity is a reality in the Federal Government.

Please make my views known to all employees and managers in your organization. Their understanding of my objective is essential. Their support is required.

Gerald R. Ford

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 28, 1975

MEMORANDUM TO ALL EMPLOYEES

National Farm Safety Week, 1975

President Ford has proclaimed the week beginning July 25, 1975, as National Farm Safety Week. As pointed out in the Proclamation, the hard-working men and women on America's farms are entrusted with the immense responsibility of producing our Nation's food and fiber, and helping to nourish millions in other countries.

The important human resource represented by our farmers and ranchers must work in an environment of safety and well-being to produce these materials needed by America and the world.

Each year, too many farm workers are killed or seriously injured in preventable accidents. Planning in advance for a safe farm environment can help save the lives and health of these workers.

In keeping with the President's concern for the safety of rural people, and to help prevent the human suffering and material losses caused by farm accidents, the Department of Agriculture is renewing its year-round program of education and information on farm and home safety.

Farm Safety Week this year gives us an excellent opportunity to point out ways of eliminating safety hazards by pre-planning for safer practices on each individual farm. It is important that all those who work with American agriculture assist in this effort.

I call upon all agency heads and every USDA employee to stress farm and home safety at every opportunity during National Farm Safety Week and throughout the year ahead.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 8, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

1975 Summer Employment Program for Youth

President Ford has announced the 1975 Federal Summer Employment Program for Youth and has asked our support for this important effort.

Agencies of the Department are expected to participate fully in this program. Summer Aids should be employed wherever effective use can be made of their service. Each of you are asked to continue the leadership that has made this program successful. Make a strong effort to give needy youth the opportunity to cultivate good work habits and attitudes. Give them meaningful work as well as the best supervision and on-the-job training available. Give them the opportunity to:

-earn money to complete educational aspirations,

-obtain sound guidance on their choice of future careers as well as gain practical work experience that will make them more employable in the future, and

-enrich their knowledge of how their government serves the people.

Summer employment for needy youths should be provided in the Department at the rate of one job for every 40 regular employees. Based on this formula, the Department's goal for 1975 is 1,971 jobs.

The Director of Personnel will assist you in every way possible. He will notify you soon on the hiring goal for your Agency. Individuals appointed under this program are exempt from ceilings.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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May 23, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Presidential Cost Reduction Campaign

President Ford has announced a special cost reduction campaign to emphasize the need for employees' cost saving suggestions and improved productivity. In his message of May 6, 1975, the President stated that in the critical fight against recession and inflation it is vital that all Federal personnel become actively involved in cost reduction and energy conservation.

To express appreciation for significant contributions, the President will recognize, through personal letters, those employees whose ideas or achievements result in measurable benefits to the Government of $5,000 or more. This recognition will be in addition to any monetary or honorary awards granted by the employing agency and will continue through the remainder of calendar year 1975.

Agency Heads are strongly urged to establish a program designed to motivate employees to submit ideas to reduce costs. Less than 4 percent of USDA employees participated in the suggestion system in Fiscal Year 1974 - less than half the Government-wide average rate. Yet, the measurable benefits from 26 percent of the suggestions received were $562,252. Employees' special achievements recognized by cash awards were valued at $510,555. With increased participation we should be able to greatly increase the tangible benefits in 1975.

Every effort should be made to let employees know that management wants their ideas to save time, money, materials, and to improve our service to the public. Any program to enlist cooperation of employees should complement other activities underway to achieve cost reduction.

The Director of Personnel will provide further guidance on the employee suggestion program and recognition related to cost reduction efforts.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 17, 1975

MEMORANDUM TO ALL EMPLOYEES

Employee Safety and Health Programs

President Ford has directed Departments and agencies to adhere to the requirements of Executive Order 11807, the Occupational Safety and Health Act of 1970, and guidelines issued by the Secretary of Labor for conduct of Department and agency safety and health programs.

The President firmly believes, as do I, that the Federal Government should set a good example for those inside and outside of government by providing all its employees with safe and healthful working environments.

The Office of Personnel, at my personal direction, is incorporating into its safety and health guidelines all requirements of Executive Order 11807, the Occupational Safety and Health Act of 1970 and safety and health program guidelines issued by the Secretary of Labor. Also, I have asked the Office of Personnel to issue guidelines requiring specific agency activities for each established safety and health program area. These guidelines will be issued as revisions to Department Personnel Manual Chapter 791, Subchapters 1 and 2.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 17, 1975

MEMORANDUM TO ALL EMPLOYEES

Presidential Cost Reduction Campaign

All USDA employees are asked to participate in the Presidential campaign to reduce Government costs. President Ford, in his message to all Federal personnel (printed on the reverse of this memorandum) is seeking ideas to "eliminate waste, improve equipment, streamline operations, or make more productive use of time, facilities, and energy resources."

We must all support the President by contributing ideas for improvement which will reduce spending. Look for better and cheaper ways to accomplish a task and still produce high quality results. Concentrate on what you know best -- your own job.

You may earn a cash award for your idea. If your suggestion or special achievement results in net benefits of $5000 or more, you will be eligible for a letter of appreciation from the President.

Supervisors should encourage individuals to use the suggestion system to share their ideas with us. Organizational working units should be motivated to improve operation procedures.

Let's all work together to provide the very best public service possible at the lowest cost possible.

Suggest -- your ideas are welcome.

Earl L. Butz
Secretary of Agriculture

THE WHITE HOUSE

WASHINGTON

May 6, 1975

MESSAGE TO ALL FEDERAL CIVILIAN AND MILITARY PERSONNEL:

A victorious campaign against the problems of recession and inflation requires individual discipline and ingenuity as well as the total mobilization of America's greatest resources -- the brains, the skills, and the will power of our people. In this fight, it is vital that all Federal civilian and military personnel become actively involved in cost reduction and energy conservation efforts.

Each of you can make a personal contribution by submitting constructive ideas and working cooperatively to eliminate waste, improve equipment, streamline operations or make more productive use of time, facilities and energy resources. I have established a special cost reduction campaign within the framework of the Federal government awards program to encourage cost saving suggestions.

During the remainder of Calendar Year 1975, I will take special note of outstanding contributions of civilian and military personnel. I have asked to be informed of all suggestions, inventions and scientific and other contributions which result in first year measurable benefits to the Government of $5,000 or more so that I may add my personal thanks and congratulations in addition to the cash awards available to participants.

I strongly urge each of you to seek economies and other improvements within the Government while providing high quality services to the public. By working together, I am confident that Federal spending can be reduced and products and services improved.

Gerald R. Ford

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

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July 8, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Environmental Quality Activities

The Department of Agriculture has many programs which must meet national standards for environmental quality. Secretary Butz has delegated to me the responsibility for coordinating our compliance within USDA Agencies and with other concerned Departments. To meet this responsibility, a professional staff was organized for Environmental Quality Activities.

Dr. Fowden G. Maxwell was recently named to succeed Dr. Fred Tschirley as Coordinator of Environmental Quality Activities. Dr. David Ward will continue as Associate Coordinator.

Your continued cooperation in keeping my office informed about important environmental issues and needs, and in providing assistance for coordinating the Department's many environmental activities will be appreciated. Subject memorandum, dated March 28, 1974, is hereby rescinded.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

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Directives Branch
A,D

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 15, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Officials to Certify Reports on Appropriations and Funds Required under Section 1311 of Public Law 663, 83rd Congress, Approved August 26, 1954

In accordance with the requirements of Section 1311 of Public Law 663, 83rd Congress, approved August 26, 1954 (31 U.S.C. 200), agency officials occupying or acting in the following listed positions are hereby designated to certify that the amounts shown as obligations on a Treasury GFO Form 2108 are supported by the documentary evidence required by Section 1311 of Public Law 663, approved August 26, 1954.

Agricultural Research Service
Director, Budget and Finance Division

Animal and Plant Health Inspection Service
Director, Budget and Finance Division

Agricultural Marketing Service
Deputy Administrator, Management
Director, Financial Services Division

Agricultural Stabilization and Conservation Service
Chief, Data Systems Field Office

Commodity Credit Corporation
Comptroller, Commodity Credit Corporation

Extension Service
Director, Management Operations Staff
Chief, Accounting Operations Branch,
Management Operations Staff

Farmers Home Administration
Director, National Finance Office
Deputy Director, National Finance Office

Federal Crop Insurance Corporation
Assistant Manager - Administration
Director, Budget and Finance Division

Food and Nutrition Service
Deputy Administrator, Management
Director, Finance and Program Accounting Division

Foreign Agricultural Service
  Assistant Administrator, Management

Forest Service
  Director, Fiscal and Accounting Management

Rural Electrification Administration
  Assistant Administrator - Administration
  Director, Accounting and Auditing Division
  Chief, Agency Accounting Branch, Accounting
    and Auditing Division

Soil Conservation Service
  Director, Budget and Finance Division

Commodity Exchange Authority
Commodity Futures Trading Commission
Cooperative State Research Service
Economic Research Service
Farmer Cooperative Service
National Agricultural Library
Office of the General Counsel
Office of the Inspector General
Offices financed under "Office of the Secretary"
Packers and Stockyards Administration
Rural Development Service
Statistical Reporting Service
  Chief, Fiscal and Accounting Division,
    National Finance Center

Special Departmental Allocation or Transfer Accounts
  Deputy Director, Office of Management and Finance
  Chief, Budget Division, Office of Management and
    Finance

Memorandum to Heads of Department Agencies, dated August 29, 1974, is hereby superseded.

JOSEPH R. WRIGHT, JR.
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

Distributed By AMS, AS,
Directives Branch
A,D

August 15, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Expediting and Clearance of Legislative Reports

The Secretary has asked that specific actions be taken to expedite the clearance of legislative reports as requested in the letter from Director James T. Lynn of the Office of Management and Budget. This letter was a followup to the comments made by the President and Mr. Lynn at a cabinet meeting on June 25. (Attachment 1)

White House interest and the Cabinet level discussion mandates that each of us give this our personal attention. The Secretary wants the legislative function to be carried out in a highly professional and timely manner. You should personally discuss Director Lynn's letter and the other attached materials with your top level program and legislative staff and convey the same sense of urgency that the Secretary expressed to the Agency Heads at the staff meeting on Tuesday, August 5.

To react positively to the OMB request we must be certain that due dates for enrolled bill reports, OMB requests for views on pending legislation, and Committee report requests be strictly adhered to. The guidelines for establishing realistic due dates and meeting these dates are discussed in Attachment 2 to this memorandum. Primary points that you should discuss with your staff are as follows.

-- Anticipate ahead of time the passage of bills moving in the Congress and initiate enrolled bill reports even before the bill is actually passed.

-- Agencies preparing enrolled bill reports should complete preparation not later than 24 hours after the OMB request is received. Also stress the need to respond promptly to other special handling requests from OMB--sometimes a 24 or 48 hour turnaround is necessary.

-- Be alert to scheduled Committee hearings on key bills and be sure that related reports are sent to the Congress in advance of hearings.

-- Prepare reports addressed to Committee Chairmen in adequate time to permit a thorough review in OMB--should have 30 days.

Attachment 3 outlines a procedure to streamline the securing of policy guidance which is so essential for any legislative report or proposal. Primary points that you should cover with your staff are as follows.

-- The Task Force approach and how you want it to work for key legislative items in your agency.

-- The need for the legislative staff to seek early in the process, policy guidance from you and your top program staff in preparing reports.

-- Seek OMF and OGC help and guidance as needed.

-- Seek Secretarial guidance early if there is no clear cut departmental policy.

The actions outlined here are in direct response to the recent push by OMB and the White House for better control of correspondence and more timely responses to White House and Congressional correspondence. The Secretary has stated his personal interest in this matter and expects our full cooperation and effort.

Joseph R. Wright, Jr.
Assistant Secretary for
Administration

Attachments

(Attachment 1)

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

JUL 17 1975

Honorable Earl L. Butz
Secretary of Agriculture
Washington, D. C. 20250

Dear Earl:

This letter follows up on the remarks which the President and I made at the Cabinet meeting on June 25, concerning the legislative clearance function carried on by the Office of Management and Budget on behalf of the President.

As I indicated, legislative clearance not only assists the President in assuring that the Administration will present a consistent position to Congress, but also benefits the Departments and agencies by assuring that the positions they take on legislation represent Administration views and that their views will be taken into account in developing positions on legislation of concern to them.

Performance by Departments and agencies in the legislative clearance process needs improvement. My main purpose in writing you is to ask you to give this matter your personal attention and to assure that your key officials are familiar with the clearance process and its importance. To assist you in this effort, I am attaching for your use an OMB paper which briefly outlines how the clearance process works and the purposes it is designed to serve.

One of the greatest areas in need of improvement is timely operation of the process. It is essential that all deadlines be observed to permit proper coordination with other agencies and resolution of issues. Your staff should be reminded of the need to furnish to OMB draft bills, reports, and testimony well in advance of the time they have to be submitted to the Congress. Similarly, I would appreciate it if you would impress upon your staff the need for promptness in responding to requests for views on the draft bills, reports and testimony of other Departments and agencies.

Promptness is of particular concern with respect to responses by Departments and agencies to OMB requests for views and recommendations on enrolled bills. As you know, we request responses within two days because of the need to assure that the President has the maximum amount of time for his consideration of those bills within the constitutional 10 days specified for his action. Agency views letters make an essential contribution to review of enrolled bills and the President's consideration of them, and it is imperative that they are of high quality, containing an analysis of the principal features of the bill by the agency or agencies that have a primary interest and such other comments or considerations as will be useful to the President.

Generally, the quality of the products of the legislative clearance process would be improved if there were greater conformity with the requirements of OMB Circular A-19. I would appreciate it if you would satisfy yourself that this is being done in your Department.

An effective legislative clearance process requires the combined efforts and close cooperation of the Departments and agencies and OMB. James Frey, OMB's Assistant Director for Legislative Reference, has responsibility for the proper operation of the clearance process, and he will be pleased to work with your responsible legislative officials as necessary to improve the process.

I hope that our combined efforts can lead to a revitalized legislative clearance process that will enhance the overall operations of the Presidency, the Executive Branch, and the Congress.

Sincerely yours,

James T. Lynn
Director

Enclosure

May 28, 1975

THE LEGISLATIVE CLEARANCE FUNCTION

This paper briefly describes the major elements of the legislative clearance function which the Office of Management and Budget (OMB), working with other elements of the Executive Office of the President and with the agencies, carries out on behalf of the President. The function is designed to serve the needs of the President in carrying out his legislative responsibilities.

Background

The President's legislative responsibilities are founded in his constitutional duties and powers to: (1) require the opinion in writing of the principal officer in each of the executive departments, (2) take care that the laws are faithfully executed, (3) give the Congress information on the state of the Union, (4) recommend to the Congress such measures as he judges necessary, (5) approve or disapprove bills passed by the Congress, and (6) convene either or both Houses of Congress.

The legislative clearance function originated in the early 1920's in the Administration of President Harding. It grew out of the control over the budget given to the President by the Budget and Accounting Act of 1921. In its initial years, the clearance function was largely confined to bills involving expenditures, but it was later extended by President Roosevelt to all bills. A detailed description of the development of the legislative clearance function is contained in an article by Richard Neustadt, "The Growth of Central Clearance," in the American Political Science Review of September 1954.

OMB Circular A-19 sets forth the basic guidelines and procedures for carrying out the function. These procedures have been substantially the same for more than 30 years.

Description of Current Clearance Procedures

The clearance function covers agency legislative proposals, agency reports and testimony on pending legislation, and enrolled bills.

Legislative Proposals -- All bills which agencies wish to transmit to the Congress are sent to OMB for clearance.

There they are reviewed and a determination is made on what additional data and information are needed and what other agencies have substantial interests and should be asked to comment.

Agencies whose views are asked may favor a draft bill or have no objection. It is likely, however, that one or more of them will propose substantive or technical amendments, or perhaps a complete substitute. Divergent views may be reconciled by telephone or by letter. If appropriate, a meeting of the interested agencies will be arranged by OMB staff.

In its review of draft bills, OMB applies existing Presidential policies. If significant issues arise which are not covered by such policies, it seeks appropriate Presidential direction.

After review, analysis, resolution of issues, and obtaining appropriate policy guidance, OMB advises the proposing agency that (1) there is "no objection" from the standpoint of the Administration's program to the submission of the proposed draft bill to the Congress, (2) the proposed bill is "consistent with the Administration's objectives," or (3) the proposed bill is "in accord with the President's program." This "advice" is conveyed by the submitting agency to the Congress in its transmittal letter. On the other hand, if the agency is advised that its proposed bill conflicts with an important Administration objective, or is not in accord with the President's program, it may not transmit the bill to the Congress.

The above are simply illustrative of the range of advice given, and there are many possible variations or qualifications, including suggested amendments to eliminate other agencies' objections. Draft bills in the first category, i.e., "no objection" bills, are normally considered part of the agency's legislative program as contrasted to the President's legislative program which consists of bills in the second and third category.

Reports on Pending Legislation -- If agencies are asked by congressional committees to report or testify on pending legislation or wish to volunteer a report, similar clearance procedures are followed. Agencies are given "advice" which they transmit in their reports or include in their testimony. In the case of reports, however, receipt of advice contrary to the views expressed in the proposed report does not require

an agency to change its views, but the agency is expected to review its position.

Enrolled Bills -- After Congress has completed action on a bill, it is enrolled and sent to the President for his approval or disapproval. The Constitution provides that the President shall take action within 10 days after receipt of the bill, not including Sundays.

To assist the President in deciding his course of action on a bill, OMB requests each interested agency to submit within 48 hours its analysis and recommendation in a letter to OMB, signed by the head of the agency or other Presidential appointee. OMB prepares a memorandum to the President on the enrolled bill which transmits these views letters and summarizes the issues and various views and recommendations. If an agency recommends disapproval or a signing statement, it is responsible for preparing a draft of an appropriate statement for the President's consideration.

Volume of Activity -- During the 93rd Congress, 29,396 bills and joint resolutions were introduced in the two Houses. The agencies submitted to OMB for clearance approximately 9,000 proposed reports on bills and 850 draft bills. OMB received congressional committee requests for its views on over 3,500 bills. The 93rd Congress enacted 872 public and private laws.

Relationship to the President's Legislative Program

The legislative recommendations of the President in his three regular annual messages -- State of the Union, Budget, and the Economic Report -- together with those in any special messages or other communications to the Congress generally constitute the President's legislative program. These recommendations have had their origin in many sources. One major source is the agencies themselves. Each year, along with their budgets, departments and agencies submit to OMB proposed agency legislative programs for the coming session of Congress.

Other major sources include bills introduced in the Congress, and proposals of commissions, panels, and task forces established by law or by administrative order to examine and recommend on particular subjects.

In conjunction with the legislative clearance function, OMB and the agencies assist the White House staff in the development of the President's program. Each President develops his legislative program, of course, through methods of his

own choice; and the form and nature of OMB and agency assistance vary, depending on the President's wishes. Almost always, however, it has involved the application of clearance procedures to the draft bills which are prepared to carry out the President's legislative recommendations.

The existence of the President's program gives the legislative clearance process coherence, a set of goals, and greater significance. It provides general guidance for the executive branch, both in shaping proposals which are not part of the President's program and in commenting on bills before the Congress.

Purposes of the Clearance Function

As noted earlier, the function is essentially a staff service for the President performed in accordance with his wishes and designed to assist him in carrying out his legislative responsibilities. It has several purposes, of which some assist the Congress and the executive branch agencies themselves, as well as the President:

-- it provides a mechanism for bringing together and staffing out agency legislative proposals which the President may wish to include in his legislative program;

-- it helps the executive agencies develop draft bills which are consistent with and which carry out the President's policy objectives;

-- it is a means of keeping Congress informed (through the "advice" transmitted by the agencies) of which bills are part of the President's program and of what the relationship of other bills is to that program;

-- it provides a mechanism for assuring that Congress gets coordinated and informative agency views on legislation which it has under consideration;

-- it assures that bills submitted to Congress by one executive agency properly take into account the interests and concerns of other affected agencies and will therefore have the general support of such agencies;

-- it provides a means whereby divergent agency views can be reconciled.

(Attachment 2)

GUIDELINES FOR EXPEDITING SPECIAL REQUESTS FOR LEGISLATIVE REPORTS

Due dates for the following categories of reports should be met without exception:

1. Enrolled bill reports: OMB requests that all enrolled bill reports be returned within 48 hours of the request. Agency preparation should be completed within 24 hours. OMF-L&FR makes an effort to supply agencies with copies of conference reports in advance of receipt of the enrolled bill facsimile. This provides agencies some additional lead time and should be helpful in meeting deadlines.

2. OMB requests for views: Comments requested may apply to any of the following:

-- A proposed Executive Order

-- An OMB draft legislative proposal

-- A draft legislative proposal from another executive department

-- Legislative reports from other departments

-- Comments of other departments on USDA's proposed reports and proposals

Whenever possible, OMB sets a due date of 30 days. However, it frequently finds it necessary to reduce the due date to a very tight minimum which requires exceedingly prompt attention by those preparing and reviewing reports.

3. Legislative report requests for which hearing dates have been set: When OMF-L&FR learns of upcoming hearings, this information is transmitted immediately to the appropriate agency along with the due date for the report.

4. Legislative report requests for which no hearings have been set: Frequently it can be observed that there is such strong public and Congressional interest in a particular legislative area that it becomes obvious that due dates be established.

5. USDA legislative proposals: The Department's legislative package is transmitted to OMB by September 30. Agency and OGC preparation of actual proposals and draft bills should be completed by November 1 so that OMB can complete its consideration prior to the convening of Congress in January.

(Attachment 3)

GUIDELINES FOR USING THE TASK FORCE APPROACH IN PREPARING LEGISLATIVE REPORTS

This year there have been instances where the development and preparation of major legislative proposals became so bogged down in the clearance process that the opportunity for administration initiative was seriously eroded by the time the proposals were submitted to the Congress.

Certain major legislative reports and proposals have been unduly delayed because of these reasons:

-- Lack of early coordination between agency staff and the Office of General Counsel, before reports are prepared.

-- Actual preparation of a report began at the working level without the benefit of policy guidance.

-- The lack of policy guidance has resulted in indecisive policy positions and major revisions become necessary.

-- Initially, all concerned agencies have not been asked to participate in the report development.

-- The Office of Management and Budget views negatively those reports not conforming to administration policy and extensive rewrites are necessary.

I believe a team or task force approach on major proposals will achieve prompt consideration, preparation, and forwarding of reports that accurately reflect the USDA position.

Here's how the task force will be made up:

-- An Assistant Secretary or his Deputy will serve as Chairman--he will in turn designate the lead agency or staff office.

-- A minimum task force conceivably would be Chairman, top agency staff, and Office of General Counsel.

-- A more involved proposal might cross Assistant Secretary jurisdictional lines and involve several agencies.

-- Staff assistance will be available from the Office of Management and Finance's Operations Review and Analysis and Legislative and Financial Reporting staffs.

Special considerations for this approach on legislation might surface in many ways:

-- By secretarial initiative.

-- Following secretarial staff reviews.

-- As a part of the administration's legislative program.

-- Because of inter-departmental involvement.

Task Force Action

-- The appropriate program Assistant Secretary convenes the Task Force group.

-- He outlines the broad approach to be taken and gives parameters of existing policy.

-- The Assistant Secretary or lead agency team leader consults with the Office of Management and Budget on administration policy as necessary.

-- The general outline of the task force serves as a guidance document for the working level group.

-- The working group prepares a draft for review by the policy task force.

-- A final proposed report is formally reviewed for Departmental policy clearance.

I believe this approach to the preparation of major legislative proposals and reports will save time in the preparation and review process and there will be substantial improvement in the quality of the final product.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

Distributed By AMS, AS,
Directives Branch
A,D

August 28, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Handling of Presidential Mail

We need to give top priority to letters to the President that are referred to the Department for reply. Prompt, responsive replies are a must if the public is to be served adequately. For some time, White House referrals have been running especially heavy. Therefore, I ask each agency to do its utmost to ensure speedy replies.

Two types of referrals are sent to the Department. One consists of special correspondence that is accompanied by a White House referral form or a transmittal letter with instructions for handling. If the deadline indicated on the referral form cannot be met, be sure the appropriate office in the White House is notified by phone immediately.

Some special referrals ask that a draft reply, to be signed in the White House, be provided. Since the draft will have to be retyped, and possibly revised, at the White House, this correspondence must receive special handling all the way in order to meet the tight deadlines.

A second type of referral, sometimes called a bulk or routine referral, consists only of the incoming letter and is sent to Secretary's Records, Office of Operations. From there it is sent to the appropriate agency for direct response to the letterwriter.

Until recently, replies to routine referrals were signed at the Administrator's level. However, to help speed up our responses, the White House has authorized the signing of replies at a lower level, when appropriate. It's especially important that each incoming referral be read carefully to make sure the reply is signed at the proper level.

Earl L. Butz

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 23, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

30th Annual Federal Safety Congress and Department Safety Management Program Planning Conference

The subject conference will be held in Chicago during the week of September 29, 1975. This year's Congress will be most important, as significant developments have occurred recently through issuance of new Federal Safety and Health regulations and Executive Order 11807. Those individuals responsible for managing and directing safety and health programs at the headquarters and field levels should plan to attend the conference. In addition, chairmen of field Federal Safety and Health Councils, labor organizations, safety representatives, and others directly involved in safety and health program implementation should plan to attend.

The Department will hold a safety management conference in conjunction with the conference. A copy of the Department's agenda is enclosed as well as the preliminary program for the Federal Safety and Health Conference.

Earl L. Butz
Secretary of Agriculture

Enclosures

AGENDA FOR DEPARTMENT SAFETY MANAGEMENT
PROGRAM PLANNING CONFERENCE

Date: October 1, 1975

Time: 2:30 PM

Location: Conrad-Hilton Dinning Room 3, 3rd Floor

Subjects

1. Interface of the Department Safety Management function with Agency Safety Management Programs.

2. Department plans for implementation of Executive Order 11807 and 29 CFR 1960. (DPM 791, Sub-chapters 1 and 2).

3. Establishing priorities for achieving results in implementation of 29 CFR 1960 (i.e. development of evaluation plan, inspection plan, training, etc.)

4. Plans for improving Safety Information System feedback data to agencies.

5. Training opportunties in Safety Management, Dr. Keith Barenklau, International Safety Academy.

6. Report on OSHA evaluation of Department Safety Management Programs.

August 4, 1975

PRELIMINARY PROGRAM

30TH ANNUAL FEDERAL SAFETY
AND HEALTH CONFERENCE

Monday Afternoon — September 29, 1975

GREAT HALL - PICK CONGRESS HOTEL

2:00 PM — CONFERENCE CONVENES

Presiding: Chairman, Federal Advisory Council on Occupational Safety and Health

INVOCATION

Chaplain William E. Outlaw
Lieutenant Commander
U.S. Naval Reserve

2:15 PM — KEYNOTE ADDRESS

Presentation of Awards

John T. Dunlop
Secretary of Labor
(Tentative)

2:45 PM — IMPACT OF CIRCULAR A-11 ON AGENCY SAFETY AND HEALTH BUDGETS

(Speaker to be announced)

3:15 PM — IMPLEMENTING A SAFETY AND HEALTH PROGRAM AS AN INTEGRAL PART OF MANAGEMENT

James T. Clarke
Assistant Secretary for Management
Department of Interior

4:00 PM — ADJOURN

Tuesday Morning — September 30, 1975

GOLD ROOM - PICK CONGRESS HOTEL

Presiding: Gerard F. Scannell
Director
Office of Federal Agency Safety Programs
Department of Labor

9:00 AM — CSC'S ROLE IN SUPPORT OF FEDERAL SAFETY AND HEALTH

Honorable Robert E. Hampton
Chairman
Civil Service Commission

9:30 AM — MAKE FEDERAL SERVICE SAFE

Vincent L. Tofany, President
National Safety Council

10:00 AM — STATUS OF PROPOSED SUBPARTS TO 29 CFR 1960

Moderator: John M. Kanak
Director of Safety
Department of Health, Education and Welfare

Panel: Safety and Health Training Guidelines

Anthony F. Ingrassia
Director
Office of Labor Management Relations
Civil Service Commission

Program Evaluation and Annual Report Criteria

Sidney Sanders
Safety Director
Department of the Treasury

Operating Procedures for Field Federal Safety and Health Councils

Okey L. Gallagher
Manager, Accident Prevention Division
U.S. Postal Service

(Questions and Answers)

11:00 AM	HIGHLIGHTS OF NEW FEDERAL SAFETY AND HEALTH TRAINING COURSES Dr. Earl D. Heath Director of Training and Education Department of Labor
12:00	ADJOURN

Wednesday Morning — October 1, 1975

GOLD ROOM - PICK CONGRESS HOTEL

Presiding: John M. Kanak
Director of Safety
Department of Health, Education,
and Welfare

9:30 AM — HEALTH HAZARDS - IDENTIFICATION AND CONTROL

Dr. Bobby F. Craft
Deputy Associate Director for Programs
National Institute for Occupational
Safety and Health
Department of Health, Education,
and Welfare

10:15 AM — IMPACT OF COLLECTIVE BARGAINING ON FEDERAL SAFETY AND HEALTH PROGRAMMING

Moderator: Anthony F. Ingrassia
Director
Office of Labor Management Relations
Civil Service Commission

Panel: Ted Merrill
Deputy Director
Labor Management Department
American Federation of Government
Employees, AFL-CIO

David H. Green
Director of Labor Management
Relations
Department of Defense

11:00 AM — CLOSING REMARKS

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

November 12, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

The Department Executive Development Program

The achievement of the Department of Agriculture's purposes and goals requires knowledgeable and dedicated executives, managers, and employees. It also requires top management involvement in and commitment to executive development and a comprehensive system for identifying and developing managerial and executive talent.

Our ability to meet foreign and domestic demands efficiently and effectively depends upon the continuation of a quality managerial and executive workforce. Our purposes can be achieved only if the Department is managed by able, prepared, and committed people; and the vast majority of them must come from the ranks of the career service.

Yet the Department faces an unusually high turnover in its management ranks in the immediate future. Department-wide, exactly 50% of our supergrade managers can retire in the next five years. Of considerable concern too, is the sobering fact that Department-wide, 46% of the GS-15 managers can retire in the next five years and 33% of the GS-14 managers. In short, an extremely high percentage of our key managers and those normally scheduled to replace them can retire in the very near future.

The development of our managers and executives is obviously of crucial importance. The President has made executive development a major presidential objective. It is a matter of fundamental importance in Agriculture and in all other Departments of the Federal government. It will require the concentrated attention and the enthusiasm of all levels of management to meet this crisis. Not to move ahead with aggressive executive development plans would jeopardize the success of many of our programs.

ERS NEAD
Agricultural History
Room 146
500 12th Street

The Office of Personnel is assigned primary responsibility in this area, but it will require the cooperation of all Agencies and offices and all of our managers and executives to make it truly effective. The Director of Personnel has developed a comprehensive and flexible USDA Executive and Managerial Development System which embraces and complements the various Agency programs. The Assistant Secretary for Administration will work with the USDA Management Council to monitor the program and to provide the necessary guidelines. Therefore, in accordance with OMB Bulletin 76-2 and Federal Personnel Manual Letter 412-2 on this subject, each Agency is required to identify its managerial positions; specify the knowledge and skill requirements for each; plan and execute Individual Development Plans for incumbents in those positions; and implement a formal high potential identification system.

We have a tradition of excellence in the Department. Let us commit ourselves to excellence in this vital area of executive development.

J. Phil Campbell

J. PHIL CAMPBELL
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

November 26, 1975

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Toiyabe National Forest Grazing Advisory Board

Since it is more effective and efficient for the Forest Service to deal with an elected Grazing Advisory Board rather than with numerous grazing permittees from within the Toiyabe National Forest, and since the grazing permittees have petitioned the Forest Supervisor for establishment of a Board under regulation 36 CFR 231.10, the Toiyabe National Forest Grazing Advisory Board is hereby established. Establishment is in the public interest in connection with performance of duties imposed on the Department and the Forest Service by law. The Board will be administered under the Federal Advisory Committee Act (P.L. 92-463).

The purpose of the Board is to provide National Forest range users a means for the collective expression of their views and recommendations concerning the management and administration of the Toiyabe National Forest grazing lands and to develop local interest and responsibility in better range management.

The Board will terminate January 5, 1977, unless it is determined not more than 60 days prior to termination that continuation is in the public interest.

In order to obtain equitable representation of all grazing permittees in the area for which the Board is established, members will be elected by the grazing permittees in that area.

A chairman will be elected from among the membership. The Supervisory Forester, Range Staff, will be appointed as Secretary and will attend all meetings of the Board, with authority to adjourn the meeting, if considered in the public interest.

A separate charter will be prepared and filed in compliance with Public Law 92-463.

Robert W. Long
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 20, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Rock Creek Advisory Committee

The Rock Creek Advisory Committee is hereby renewed for a 6-month period. Renewal is in the public interest in connection with duties imposed upon the Forest Service and Department by law.

This is a local Forest Service advisory committee established by the Assistant Secretary for Conservation, Research and Education on January 10, 1974, to obtain advice on Forest Service management of the Rock Creek Drainage Area in the Deerlodge and Lolo National Forests, Montana.

Renewal of the committee is necessary to complete the development and review of management alternatives for the drainage area originally begun in 1974.

It is planned to reappoint the same well-balanced membership for the brief period to complete the work of the committee. The range of expertise includes industry, education, forestry, conservation, State and County government, fish and game, mining, real estate, farming, and special interest groups.

This memorandum incorporates the charter of the Rock Creek Advisory Committee as follows:

OBJECTIVES AND SCOPE: To obtain advice on Forest Service management of the Rock Creek drainage area in the Deerlodge and Lolo National Forests, Montana. Committee members, who will be well-informed on environmental, social and economic aspects of management in the drainage, will provide a forum for discussing programs, policies, and planning. They will assist in developing and reviewing management alternatives which consider the capabilities of the land and needs of the people from a local, regional, and national standpoint.

TIME PERIOD: The committee was originally established for a period of 2 years, from January 10, 1974 to January 10, 1976, and is hereby extended until June 30, 1976.

REPORTING AND SUPPORT: The committee will receive support from the Lolo National Forest, Region 1, Forest Service, Department of Agriculture, and will report to the Forest Supervisor of the Lolo National Forest.

DUTIES: Members will advise the Forest Supervisors of the Deerlodge and Lolo National Forests of their views and recommendations concerning all aspects of the Rock Creek drainage. Members will attend all meetings, or request their alternate to attend. They may recommend items for inclusion in the agenda.

MEMBERSHIP: The committee shall be composed of representatives of interested groups concerned with resource management in the Rock Creek drainage area. One member and one alternate will be appointed for each organization invited to participate. The Forest Supervisors of the Lolo National Forest and the Deerlodge National Forest will serve as Cochairmen. The original 2-year term of membership shall be extended until June 30, 1976. In case of vacancies, the alternate member will be appointed to member status.

MEETINGS: The committee shall meet monthly or more frequently if deemed desirable by the Cochairmen. Meetings will be scheduled to accommodate the members and will normally be held at Drummond, Montana. Occasional field trips may be scheduled. All meetings will be open to the public.

EXPENSES: Members will serve without pay or reimbursement for travel expenses. For occasional field trips, the Forest Service will provide Government transportation, meals, and lodging. Government transportation will also be available to and from Missoula and Philipsburg from a central collection point.

Estimated annual operating cost of committee - $1,000
Estimated man-years of staff support - less than 1/10.

TERMINATION: The committee will terminate on June 30, 1976, unless the Assistant Secretary determines not more than 60 days prior to the termination date that continuation is in the public interest.

ROBERT W. LONG
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 27, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Ottawa National Forest Multiple Use Advisory Committee

The Ottawa National Forest Multiple Use Advisory Committee is hereby renewed for a 2-year period. Renewal is in the public interest in connection with duties imposed upon the Department by law.

This is a local Forest Service advisory committee established by the Chief of the Forest Service on January 21, 1972, to consider and advise the Forest Supervisor on policies, programs, and planning affecting the administration of Forest Service activities in the Ottawa National Forest.

The committee is needed to deal with a concerned local, regional, and national public on such complex management situations as development, implementation, and coordination of land management plans and programs; expanded outdoor recreation; and a better system of public input.

It is planned to appoint a balanced membership representing a cross section of public interests in multiple use management. This will include representatives from industry, public service, state and county government, conservation organizations, educational institutions including students, and women's organizations.

This memorandum incorporates the charter of the Ottawa National Forest Multiple Use Advisory Committee as follows:

Objectives and Scope: The scope of the committee shall include the areas of policy, programs, and planning affecting the administration of Forest Service activities in the Ottawa National Forest. The objective of the committee shall be to provide the benefit of involving a cross section of interested citizens in the decisionmaking process on the Ottawa National Forest. The responsibility for final decisions will, however, remain with the Forest Service in accordance with existing laws and regulations.

Time Period Necessary To Carry Out Purpose and Termination Date: Two years, from February 1, 1976 to February 1, 1978, unless the Assistant Secretary for Conservation, Research, and Education determines prior to the termination date that renewal is in the public interest.

Committee Reports to: Forest Supervisor, Ottawa National Forest, Region 9, Forest Service, USDA.

Support Provided by: Forest Service, USDA.

Duties: To study, discuss, and advise the Forest Supervisor on management activities on the Ottawa National Forest. Agenda items shall be developed by the Forest Supervisor and the committee. Members may propose items for the agenda by submitting them to the Forest Supervisor at least 40 days in advance of the regularly scheduled meeting.

Estimated Annual Operating Cost: $4,700.00 with 0.27 man-years of staff support. Members may, at their option, be reimbursed by the Forest Service for their travel and per diem costs.

Estimated Number and Frequency of Meetings: Two annually. The regular meeting will normally be held within the area of the Ottawa National Forest and will be open to the public.

Officers and Membership: Membership shall consist of a maximum of 12 to be appointed by the Forest Supervisor of the Ottawa National Forest. Membership terms shall be for 2 years. Two officers shall serve as follows:

Chairman - Forest Supervisor, Ottawa National Forest
Secretary - Secretary to the Forest Supervisor.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

ERS NEAD 2
Agricultural History
Room 146
500 12th Street

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Black History Month, February 1976

February is designated as "Afro-American (Black) History Month," the purpose of which is to commemorate the significant achievements and contributions of Blacks to America's founding, growth, and development.

With 1976 being our nation's bicentennial, it is most appropriate that we in the Department of Agriculture recognize and take pride in the many important achievements over the years of Blacks to this nation's development, including very significant contributions in the field of Agriculture.

In this spirit, I urge my fellow employees of the Department of Agriculture to pay tribute to and participate in Department, Agency, local, and community sponsored observances during this special month.

John A. Knebel
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

February 13, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Assistant
Secretary for Administration

I have nominated Mr. J. Paul Bolduc for the position of Assistant Secretary for Administration. He will serve as acting Assistant Secretary for Administration until such time as the necessary papers have been processed.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

March 1 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Samuel R. McKelvie National Forest Grazing Advisory Board

Since it is more effective and efficient for the Forest Service to deal with an elected Grazing Advisory Board rather than with numerous grazing permittees from within the Samuel R. McKelvie National Forest, and since the grazing permittees have petitioned the Forest Supervisor for establishment of a Board under regulation 36 CFR 231.10, the Samuel R. McKelvie National Forest Grazing Advisory Board is hereby established. Establishment is in the public interest in connection with performance of duties imposed on the Department and the Forest Service by law. The Board will be administered under the Federal Advisory Committee Act (P.L. 92-463).

The purpose of the Board is to provide National Forest range users a means for the collective expression of their views and recommendations concerning the management and administration of the Samuel R. McKelvie National Forest grazing lands and to develop local interest and responsibility in better range management.

The Board will terminate January 5, 1977, unless it is determined not more than 60 days prior to termination that continuation is in the public interest.

In order to obtain equitable representation of all grazing permittees in the area for which the Board is established, members will be elected by the grazing permittees in that area.

A chairman will be elected from among the membership. The District Ranger of the Bessie Ranger District will be appointed Secretary. He will attend all meetings of the Board and have authority to adjourn the meeting if considered in the public interest.

A separate charter will be prepared and filed in compliance with Public Law 92-463.

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

ERS NEAD
Agricultural History
Room 146
500 12th Street

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

March 8, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Employment of Handicapped Individuals and Disabled Veterans

It is the right of every person to receive equal consideration in obtaining employment for which he or she qualifies. Therefore, in an effort to insure that handicapped persons receive consideration for jobs for which they qualify, and in accordance with the Rehabilitation Act of 1973 (Public Law 93-112), and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (Public Law 93-508), this Department will continue to operate an active, positive program to employ handicapped persons and disabled veterans.

The Department Coordinator, Patricia J. Killen, Office of Personnel, will provide general program direction. All major organizational units, including field units with employment authority, shall designate coordinators to insure that program requirements are met.

I wish to reaffirm the Department's policy and commitment to conduct an affirmative program for employing handicapped persons and disabled veterans. I am confident that you will continue to provide your leadership and support for this program.

John A. Knebel
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

March 9, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Appointment of Assistant Secretary
for Administration

Mr. J. Paul Bolduc was appointed to the position of Assistant Secretary for Administration effective February 29, 1976. He has been acting in this position since February 13, 1976.

JOHN A. KNEBEL
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

April 28, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Caddo National Grasslands Grazing Advisory Board

Since it is more effective and efficient for the Forest Service to deal with an elected Grazing Advisory Board rather than with numerous grazing permittees from within the Caddo National Grasslands, and since the grazing permittees have petitioned the Forest Supervisor for establishment of a Board under regulation 36 CFR 231.10, the Caddo National Grasslands Grazing Advisory Board is hereby established. Establishment is in the public interest in connection with performance of duties imposed on the Department and the Forest Service by law. The Board will be administered under the Federal Advisory Committee Act (P.L. 92-463).

The purpose of the Board is to provide National Grasslands range users a means for the collective expression of their views and recommendations concerning the management and administration of the Caddo National Grasslands grazing lands and to develop local interest and responsibility in better range management.

The Board will terminate January 5, 1977, unless it is determined prior to termination that continuation is in the public interest.

In order to obtain equitable representation of all grazing permittees in the area for which the Board is established, members will be elected by the grazing permittees in that area.

A chairman will be elected from among the membership. The Supervisory Forester, Range Staff, will be appointed Secretary and will attend all meetings of the Board, with authority to adjourn the meeting, if considered in the public interest.

A separate charter will be prepared and filed in compliance with Public Law 92-463.

ROBERT W. LONG
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

April 28, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Ochoco National Forest Grazing Advisory Board
Tierra Amarilla Division Grazing Advisory Board

Since it is more effective and efficient for the Forest Service to deal with elected Grazing Advisory Boards rather than with numerous grazing permittees from within the Ochoco and Carson National Forests, and since the grazing permittees have petitioned the Forest Supervisors for establishment of Boards under regulation 36 CFR 231.10, the Ochoco National Forest Grazing Advisory Board and the Tierra Amarilla Division Grazing Advisory Board are hereby established. Establishment is in the public interest in connection with performance of duties imposed on the Department and the Forest Service by law. The Boards will be administered under the Federal Advisory Committee Act (P.L. 92-463).

The purpose of the Boards is to provide National Forest range users a means for the collective expression of their views and recommendations concerning the management and administration of the respective National Forest grazing lands and to develop local interest and responsibility in better range management.

The Boards will terminate January 5, 1977, unless it is determined not more than 60 days prior to termination that continuation is in the public interest.

In order to obtain equitable representation of all grazing permittees in the area for which the Boards are established, members will be elected by the grazing permittees in the respective areas.

A chairman for each Board will be elected from among the membership. The Forest Supervisors of the Ochoco and Carson National Forests will serve as Executive Secretaries with authority to adjourn meetings if considered in the public interest.

Separate charters will be prepared and filed in compliance with Public Law 92-463.

ROBERT W. LONG
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

Distributed By AMS, AS,
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May 17, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

1976 FEDERAL SUMMER EMPLOYMENT PROGRAM FOR YOUTH

President Ford has announced the 1976 Federal Summer Employment Program for Youth and has requested our support for this important Program.

Past experience indicates that the Program is mutually beneficial each summer for both the students and the Department. These young people are useful in a variety of activities necessary in accomplishing the Government's mission. Summer employment allows us to expand our relationships with educational institutions and at the same time, assist students who need the income to return to school.

The Department's goal is to conduct a balanced summer program. The needs of the Department can be accomplished by selecting students who have successfully competed in the summer employment examination and those who have qualified under merit staffing and the Federal Summer Intern Program. In addition, to assure that needy young people have the opportunity to become involved, the President is again setting a general goal of one needy youth for every 40 regular employees. Based on this formula, the Department's goal for needy youths for 1976 is 1,975 jobs. Individuals appointed under this Program are exempt from ceilings.

Your cooperation in the 1976 Federal Summer Employment Program for Youth is appreciated. I trust that your leadership this summer will again make the Program successful.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

Distributed By AMS, AS,
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June 2, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

USDA Training Center Study

The issue of a USDA Training Center has been with us for some time, but we are now prepared to undertake a serious study of the matter. Continuing problems of cost, training effectiveness, new technologies, and Government Accounting Office and Civil Service Commission scrutiny of training activities have prompted us to make a study at this time. The primary purpose of the study is to improve the delivery of training within the Department. We feel there is considerable potential for the elimination of duplication in course offerings and consequent savings in money and manpower.

The larger USDA Agencies have established training centers around the country, with five here in Washington, D.C. Although the primary purpose of the training centers was to provide technical training, an analysis of data gathered through the computer reveals that the supposedly technical training centers, in fact, are providing a considerable amount of non-technical training -- 49 percent of all courses offered. This suggests the possibility of duplication of effort, particularly in the areas of management, personnel, and inter-personal relations training. With training costs for FY 1975 reaching about $10.6 million excluding the salaries of training staff members and participants, any savings that can be realized through elimination of duplication and a better utilization of training resources are a management imperative.

A Task Force, composed of subject matter experts from OA, OMF, OO, and OP will consult with the Agencies, as appropriate, on their training activities and the operation of their training centers. The Management Council has endorsed this study, and we now need the full cooperation of all Agencies. The potential payoff could be substantial.

The study should be completed in six to eight weeks and will be arranged in four phases: (1) Data collection (Washington, D.C.); (2) Interviews with Agency Training Officers (Washington, D.C.); (3) On-site visits to Agency Training Centers; and (4) Report Drafts (Washington, D.C.).

The Management Council will be kept informed of progress at each step of the way.

J. PAUL BOLDUC
Assistant Secretary
for Administration

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

Distributed By AMS, AS,
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June 3 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

The Department is frequently requested to provide its views on legislation pending before the Congress. In order to be responsive to the needs of the Congress and to coordinate such requests internally, the following procedures are now in effect:

1. Procedure for Coordination of Departmental Witnesses

Whenever a request for a witness is received in the Department, the Office of Congressional and Public Affairs must be notified immediately so proper coordination may be initiated.

-- The Under Secretary, acting through the Deputy Under Secretary for Congressional and Public Affairs, will be responsible for determining who will testify for the Department. However, in the case of appearances before the Senate or House Appropriations Committee, the Director of Finance, through the Assistant Secretary for Administration, will recommend the witness to the Under Secretary.

-- As in the past, the Office of the General Counsel (OGC) will continue to be responsible for review and clearance of all testimony (except that relating to appropriations).

2. Procedure for Coordination of Departmental Witness Statements and Review of Transcripts

When preparing statements for use before Congressional Committees, remember that the committees ordinarily require receipt of witness testimony at least 24 hours in advance of an appearance by a witness. (In case of a 10:00 a.m. Monday hearing, the witness statement should be in the hands of the Committee no later than 10:00 a.m. on the previous Friday.) Some committees require witness statements 48 hours in advance. Check with your USDA legislative affairs officer for this information (Extension 77095).

To make sure these deadlines are met, the Departmental official designated as a witness should immediately begin preparation of the statement to be used. Proposed testimony should be submitted to OGC in sufficient time to allow for review within the Department and clearance with the White House Office of

Management and Budget (OMB), where appropriate. Copies of witness statements must be in the hands of the USDA Congressional Affairs Office (Room 206-E) for delivery to the Committee staffs at least one full day in advance of hearings.

In the case of transcripts of testimony, which are ordinarily made available to the witness by the Committee within a few days after the hearing, these must be returned promptly to the Committee. Once the transcript is reviewed and any additional data requested has been supplied, it should be returned to the Congressional Affairs office for transmittal to the Committee. This must be done within the time frame indicated by the Committee, usually less than one work week.

3. Procedure for Coordination of Departmental Legislative Reports

Timely submission of legislative reports to Congress is a top priority of the Department. To insure that Congressional Committees have knowledge of the Department's recommendations prior to consideration of a legislative proposal, the following procedure is in effect:

— When a legislative report request is received, it will be assigned either red or yellow jacket priority handling.

A. Red Jacket. Top priority response is required. This variable designation provides a recipient agency a maximum of five working days to prepare the appropriate response and allows USDA's Office of General Counsel (OGC), Office of Management and Finance (OMF) and the Office of the Secretary each up to two days to conduct their reviews and clearances. The jacket will show specific time frames which shall not exceed these limits and may be shorter. OMF will coordinate the report with OMB. Once cleared by OMB, OMF will return reports requested by Congress to the Congressional Affairs office for transmittal.

B. Yellow Jacket. Second priority is assigned legislative report requests when action is not imminent. Agencies have ten working days to prepare the response unless a waiver is first obtained from OMF with concurrence of Congressional Affairs. OGC, OMF and the Office of the Secretary each have three days to conduct their reviews. The report will be coordinated with OMB on not later than the 19th working day by OMF. Once cleared by OMB, OMF will return reports requested by the Congress to the Congressional Affairs office for transmittal to the Congress.

-- All reports requested by the Congress will be coordinated as outlined above by the Congressional Affairs office. Congressional Affairs will designate the color of the jacket and, in the case of red jackets, the timetable for responses.

-- All reports requested by OMB (draft bills, legislative report coordinations and enrolled bills) will be coordinated as outlined above by OMF. OMF will designate the color of the jacket and, in the case of red jackets, the response timetable.

-- OMF will monitor all legislative reports and notify the Congressional Affairs office daily on all delinquent Red Jacket reports. Weekly notification will be made to Congressional Affairs on all delinquent Yellow Jacket reports. Congressional Affairs shall be responsible for insuring the timely submission of reports.

OMF in cooperation and concurrence with the Congressional Affairs Office shall take such actions as necessary to formalize and carry out this policy. Administrative Regulations will be updated to reflect these policies. The memorandum of March 19, 1974, to Heads of Department Agencies is superseded to the extent it is inconsistent with this memorandum.

JOHN A. KNEBEL
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

June 15, 1976

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MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Forest Research Advisory Committee, Orono, Maine

The Forest Research Advisory Committee, Orono, Maine is hereby renewed for a 2-year period. Renewal is in the public interest in connection with duties imposed upon the Department by law.

This is a local Forest Service advisory committee established by the Forest Service on July 2, 1948, to advise the Director of the Northeastern Forest Experiment Station on the definition and selection of problems assigned to the Silviculture Research Project at Orono, Maine, and on coordination of this project with other research.

The committee is needed to obtain the counsel of informed, leading citizens to insure the proper coordination, responsiveness, and application of research conducted within the Northeastern Forest Experiment Station.

It is planned to appoint a membership drawn from research, industry, education, conservation, public affairs, and local government.

The memorandum incorporates the charter of the Forest Research Advisory Committee, Orono, Maine as follows:

Objectives and Scope: To advise the Director, Northeastern Forest Experiment Station on the definition and selection of problems assigned to the silviculture research project at Orono, Maine, and on coordination of this project with other research.

Time Period Necessary to Carry Out Purpose and Termination Date: Two years, from July 1, 1976 to July 1, 1978, unless the Assistant Secretary for Conservation, Research, and Education determines prior to the termination date that renewal is in the public interest.

Committee Reports to: Director, Northeastern Forest Experiment Station, Forest Service, U.S. Department of Agriculture.

Support Provided by: Northeastern Forest Experiment Station, Forest Service, U.S. Department of Agriculture.

Duties: Duties are solely advisory involving the definition and selection of problems assigned to the silvicultural research project, and on coordination of this project with other research.

Estimated Annual Operating Cost: $500.00 with .02 man-years of staff support.

Estimated Number and Frequency of Meetings: One meeting every 18 months. Meetings will alternate between spring and fall. Meetings will be open to the public.

Officers and Membership: Membership shall consist of a maximum of 30 members to be appointed by the Director of the Northeastern Forest Experiment Station. Members shall be appointed for 2-year terms. Three officers shall serve as follows:

Chairman and Vice Chairman - Elected by the membership.
Executive Secretary - Project Leader of Orono Research Work Unit #1101.

The Project Leader will be present at all meetings with authority to adjourn any meeting when considered in the public interest.

Paul A. Vander Myde

PAUL A. VANDER MYDE
Deputy Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

Distributed By AMS, AS,
Directives Branch
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June 16, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Acting Administrator,
Cooperative State Research Service

Effective June 14, 1976, Dr. Thomas S. Ronningen is designated as Acting Administrator, Cooperative State Research Service.

PAUL A. VANDER MYDE
Deputy Assistant Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

June 2 2, 1976

Deschutes National Forest Multiple Use Advisory Committee

The Deschutes National Forest Multiple Use Advisory Committee is hereby renewed for a 2-year period. Renewal is in the public interest in connection with duties imposed upon the Department by law.

This is a local Forest Service advisory committee established by a Memorandum from the Chief on July 1, 1970, to consider and advise the Forest Supervisor on policies, programs, and planning affecting the administration of Forest Service activities in the Deschutes National Forest.

The committee is needed to deal with a concerned local, regional, and national public on such complex management situations as development, implementation, and coordination of land management plans and programs; expanded outdoor recreation; coordination with special interest groups and local government planning commissions; a better system of public input; and environmental assessment of National Forest resources.

It is planned to appoint a balanced membership drawn from research, industry, education, conservation, public affairs, women's clubs, medical and legal professions, and local government.

This memorandum incorporates the charter of the Deschutes National Forest Multiple Use Advisory committee as follows:

Objectives and Scope: The scope of the committee shall include the areas of policy, programs, and planning affecting the administration of Forest Service activities in the Deschutes National Forest. The objective of the committee shall be to provide the benefit of involving a cross section of interested citizens in the decisionmaking process on the Deschutes National Forest. The responsibility for final decisions will, however, remain with the Forest Service in accordance with existing laws and regulations.

Time Period Necessary to Carry Out Purpose and Termination Date: Two years, from July 1, 1976, to June 30, 1978, unless the Assistant Secretary for Conservation, Research, and Education determines prior to the termination date that renewal is in the public interest.

Committee Reports to: Forest Supervisor, Deschutes National Forest, Region 6, Forest Service, USDA.

Support Provided by: Forest Service, USDA.

Duties: To study, discuss, and advise the Forest Supervisor on management activities on the Deschutes National Forest. Agenda items shall be developed by the Forest Supervisor and the committee. Members may propose items for the agenda by submitting them to the Forest Supervisor at least 40 days in advance of the regularly scheduled meeting.

Estimated Annual Operating Cost: $200.00 with 0 man-years of staff support. Members may, at their option, be reimbursed by the Forest Service for their travel and per diem costs.

Estimated Number and Frequency of Meetings: One monthly. The regular meeting will normally be held in a local meeting place and will be open to the public.

Officers and Membership: Membership shall consist of a maximum of 12 to be appointed by the Forest Supervisor of the Deschutes National Forest. Membership terms shall be for 2 years. One officer shall serve as follows:
Chairman - Forest Supervisor, Deschutes National Forest.

Paul A. Vander Myde

PAUL A. VANDER MYDE
Deputy Assistant Secretary

(CORRECTED COPY)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

ibuted By AMS, AS,
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August 5, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Designation of Acting Assistant to the Secretary for Intergovernmental Affairs

Effective Monday, July 26, 1976, Mr. James S. Wood will serve as Acting Assistant to the Secretary for Intergovernmental Affairs, and Acting Director, Office of Intergovernmental Affairs.

Earl L. Butz
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

Distributed By AMS, AS,
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August 6, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Appointment of Director,
Office of Equal Opportunity

Mr. James Frazier was appointed to the position of Director, Office of Equal Opportunity, effective July 27, 1976.

Earl L. Butz
Secretary of Agriculture

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

August 9, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES AND OFFICES

Centralized Retrieval System for Audit, Management and Consolidated Reports

In an effort to keep you better informed, save research time, and avoid costly duplication, we have developed a Departmentwide centralized retrieval system called "RAPID"--an acronym for Reports of Audit and Program Reviews in the Department. This system provides USDA managers quick and easy access to a library of reports concerning department/agency-wide administrative, management and program effectiveness matters.

The Director, Office of Audit (OA), will be responsible for implementing the test phase of the system. As such, he will, until December 31, 1976, operate the centralized retrieval system, test the procedures, evaluate its effectiveness and usefulness, and discuss the test results with the Management Council to seek their input before possibly turning it over to the National Agricultural Library for management and operation. The Director, OA, will coordinate with appropriate Departmental Officers and Agencies in carrying out his responsibilities to:

- Collect reports and related data
- Establish, update and purge the automated data base
- Arrange for library services
- Provide guidance for retrieving data and reports from the system
- Coordinate with source agencies on release of reports.

I would appreciate your advising OA by August 13, of your agency coordinator who will be responsible for selecting and submitting applicable reports generated by your agency, outside firms, or other organizations with whom you may have contracted for services. An original submission of reports issued in FY 1975 and FY 1976, to date, should be made to OA no later than August 20 so that we can, hopefully, make the system fully operational by the end of September.

J. Paul Bolduc
Assistant Secretary
For Administration

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

August 9, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES AND OFFICES

Centralized Retrieval System for Audit, Management
and Consolidated Reports

In an effort to keep you better informed, save research time, and avoid costly duplication, we have developed a Departmentwide centralized retrieval system called "RAPID"--an acronym for Reports of Audit and Program Reviews in the Department. This system provides USDA managers quick and easy access to a library of reports concerning departmental/agency-wide administrative, management and program effectiveness matters.

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. Collect reports and related data

. Establish, update and purge the automated data base

. Arrange for library services

. Provide guidance for retrieving data and reports from the system

. Coordinate with source agencies on release of reports.

I would appreciate your advising OA by August 13, of your agency coordinator who will be responsible for selecting and submitting applicable reports generated by your agency, outside firms, or other organizations with whom you may have contracted for services. An original submission of reports issued in FY 1975 and FY 1976, to date, should be made to OA no later than August 20 so that we can, hopefully, make the system fully operational by the end of September.

J. Paul Bolduc
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

Distributed By AMS, AS,
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A,D

August 12, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Pacific Northwest Forestry Research Advisory Committee

The Pacific Northwest Forestry Research Advisory Committee is hereby renewed for a 2-year period. Renewal is in the public interest in connection with duties imposed upon the Department by law.

This is a regional Forest Service advisory committee established by the Chief of the Forest Service on February 25, 1954, to consider broad questions of policy, programs, and procedure affecting the research in the Pacific Northwest Forest and Range Experiment Station, and to give the Station Director the benefit of its opinion.

The committee is needed to obtain regional public involvement on complex issues of forest research program planning and direction for the Pacific Northwest Forest and Range Experiment Station's responsibilities in Oregon and Washington.

It is planned to appoint a balanced membership drawn from research, industry, education, state and local government, as well as wildlife, range, recreation, soil, and water interests.

This memorandum incorporates the charter of the Pacific Northwest Forestry Research Advisory Committee as follows:

Objectives and Scope: The objective of the committee is to involve a cross section of interested citizens in research program planning and obtain their advice. The scope of the committee includes program, policy, and procedure questions affecting forestry research in the Pacific Northwest. Responsibility for final decisions will, however, remain with the Forest Service in accordance with existing laws and regulations.

Time Period Necessary to Carry Out Purpose and Termination Date: Two years, from September 9, 1976, to September 9, 1978, unless the Assistant Secretary for Conservation, Research, and Education determines prior to the termination date that renewal is in the public interest.

Committee Reports to: Station Director, Pacific Northwest Forest and Range Experiment Station, Forest Service, USDA.

Support Provided by: Forest Service, USDA.

Duties: To study, discuss, and advise the Station Director on research projects and programs of the Pacific Northwest, particularly on matters of relative priority and program balance, and on specific questions about which he seeks council. Agenda items shall be developed by the Station Director and the committee. Members may propose items for the agenda by submitting them to the Station Director at least 40 days in advance of the regularly scheduled meeting.

Estimated Annual Operating Cost: $2,800 with 0.1 man-years of staff support. Members may, at their option, be reimbursed by the Forest Service for their travel and per diem expenses.

Estimated Number and Frequency of Meetings: One annually. The regular meeting will normally be held in early fall and will be open to the public. The meetings will be rotated each year at different Laboratory sites in Oregon and Washington.

Officers and Membership: Membership shall consist of a maximum of 18 to be appointed by the Station Director of the Pacific Northwest Forest and Range Experiment Station. Membership terms shall be for 2 years. One officer shall serve as follows:

Chairman - Station Director, Pacific Northwest Forest and Range Experiment Station

A Recording Secretary will be chosen from among the Project Scientists and be rotated annually.

Assistant Secretary for Conservation,
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

August 17, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Appointment of Deputy Director,
Office of Investigation

Robert E. Magee has been named Deputy Director of the Office of Investigation, effective August 29, 1976.

Richard L. Feltner
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

AUGUST 27, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Northeastern Forest Research Advisory Committee

The Northeastern Forest Research Advisory Committee is hereby renewed for a 2-year period. Renewal is in the public interest in connection with duties imposed upon the Department by law.

This is a regional Forest Service advisory committee established by the Forest Service on April 24, 1924, to consider research program direction and advise the Director, Northeastern Forest Experiment Station on policies, programs, and research planning affecting forestry research problems in the Northeast.

The committee is needed to obtain local, regional, and national public involvement on complex issues of forestry research program planning and direction for the Northeastern Forest Experiment Station's area of responsibility.

It is planned to appoint a balanced membership drawn from research, industry, education, conservation, local government, and public interest groups.

This memorandum incorporates the charter of the Northeastern Forest Research Advisory Committee as follows:

Objectives and Scope: The scope of the committee shall include the areas of policy, programs, and research planning affecting research of the Northeastern Forest Experiment Station. The objective of the committee shall be to provide the benefit of involving a cross section of interested professional and lay citizens in the research program planning activities of the Northeastern Forest Experiment Station. The responsibility for final decisions will, however, remain with the Forest Service in accordance with existing laws and regulations.

Time Period Necessary to Carry Out Purpose and Termination Date: Two years, from September 25, 1976 to September 25, 1978, unless the Assistant Secretary for Conservation, Research, and Education determines prior to the termination date that renewal is in the public interest.

Committee Reports to: Director, Northeastern Forest Experiment Station, Forest Service, USDA.

Support Provided by: Northeastern Forest Experiment Station, Forest Service, USDA.

Duties: To study, discuss, and advise the Station Director on research programming and planning activities of the Northeastern Forest Experiment Station. Agenda items shall be developed by the Station Director and the committee. Members may propose items for the agenda by submitting them to the Station Director at least 40 days in advance of the regularly scheduled meeting.

Estimated Annual Operating Cost: $1,000 with .2 man-years of staff support. Members may be reimbursed by the Forest Service for their travel and per diem costs.

Estimated Number and Frequency of Meetings: One annually. The regular meeting will normally be held in June and will be open to the public.

Officers and Membership: Membership shall consist of a maximum of 30 to be appointed by the Director of the Northeastern Forest Experiment Station. Membership terms shall be for 2 years. Three officers shall serve as follows:

Chairperson: (To be appointed by the Station Director from approved membership)

Vice-Chairperson: (To be appointed by the Station Director from approved membership)

Executive Secretary: Director, Northeastern Forest Experiment Station

Paul A. Vander Myde

PAUL A. VANDER MYDE
Deputy Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

September 22, 1976

Sawtooth National Forest Multiple Use Advisory Committee

The Sawtooth National Forest Multiple Use Advisory Committee is hereby renewed for a 2-year period. Renewal is in the public interest in connection with duties imposed upon the Department by law.

This is a local advisory committee established by the Forest Service in 1956, to consider and advise the Forest Supervisor on policies, programs, and planning affecting the administration of Forest Service activities in the Sawtooth National Forest.

The committee is needed to obtain the counsel of informed, leading citizens on such complex management situations as development, implementation, and coordination of land management plans and programs; expanded outdoor recreation; and a better system of public input into decisionmaking processes.

Committee membership will be balanced in terms of the points of view represented. It is planned to appoint a cross-section of the public in South-Central Idaho including forest users, news media, education institutions, conservation organizations, and others willing to serve.

This memorandum incorporates the charter of the Sawtooth National Forest Multiple Use Advisory Committee as follows:

Objectives and Scope: The scope of the committee shall include the areas of policy, programs, and planning affecting the administration of Forest Service activities in the Sawtooth National Forest. The objective of the committee shall be to provide the benefit of involving a cross-section of interested citizens in the decisionmaking process on the Sawtooth National Forest. The responsibility for final decisions will, however, remain with the Forest Service in accordance with existing laws and regulations.

Time Period Necessary to Carry Out Purpose and Termination Date: Two years, from 9/25/76 to 9/25/78, unless the Assistant Secretary for Conservation, Research, and Education determines prior to the termination date that renewal is in the public interest.

Committee Reports to: Forest Supervisor, Sawtooth National Forest, Region 4, Forest Service, USDA.

Support Provided by: Forest Service, USDA.

Duties: To study, discuss, and advise the Forest Supervisor on management activities on the Sawtooth National Forest. Agenda items shall be developed by the Forest Supervisor and the committee. Members may propose items for the agenda by submitting them to the Forest Supervisor at least 40 days in advance of the regularly scheduled meeting.

Estimated Annual Operating Cost: $300.00 with 0.04 man-years of staff support. Members may be reimbursed by the Forest Service for their travel and per diem costs.

Estimated Number and Frequency of Meetings: At least one annually in late spring or early summer. Regular meetings will normally be held in Twin Falls, Idaho, and will be open to the public.

Officers and Membership: Membership shall consist of a maximum of 12 to be appointed by the Forest Supervisor of the Sawtooth National Forest. Membership terms shall be for 2 years. Two officers shall serve as follows:

Chairman - Forest Supervisor, Sawtooth National Forest

Secretary - Sawtooth NF Staff Officer for Range, Wildlife, Watershed, and Timber Management

Assistant Secretary for Conservation
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 24, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

NATIONAL EMPLOY THE HANDICAPPED WEEK
October 3-9, 1976

President Ford has proclaimed the week beginning October 3, 1976, as National Employ the Handicapped Week.

Much progress has been made in the Department to employ handicapped persons, and we have learned through experience that such employees have excellent production records, and make reliable, safe, and conscientious workers.

It is the responsibility of all of us to see that the doors of opportunity are open for all qualified handicapped persons, and that they are given an equal chance to prove their capabilities. Not only will the handicapped persons benefit, but the Department of Agriculture, as well as the entire economic structure of our country, will benefit from their production.

I urge you to join with me in observing National Employ the Handicapped Week by publicizing the abilities of handicapped employees, paying tribute to their contributions, and renewing our pledge to expand employment opportunities for all handicapped persons in the Department of Agriculture.

Earl L. Butz

Earl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

October 4, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Annual Safety and Health Conference, Chicago, Illinois
October 18-20, 1976

The Annual Federal Safety and Health Conference of the Occupational Safety and Health Administration will be held on October 18-20, 1976. It will be held in conjunction with the National Safety Congress (program enclosed).

This Conference has as its purpose establishment of a forum to discuss mutual problems and new developments in Federal safety management. More important is the opportunity to help effect coordinated effort in implementation of the Federal Government's safety management program.

Agencies should consider authorizing attendance at the Conference of those categories of employees suggested by the Secretary of Labor (copy of his August 31, 1976, letter is enclosed). Also, because of the current effort to improve laboratory safety, attendance at the Conference of laboratory safety personnel would be most appropriate.

J. Paul Bolduc
Assistant Secretary
For Administration

Enclosures

U. S. DEPARTMENT OF LABOR

OFFICE OF THE SECRETARY

WASHINGTON

AUG 31 1976

Honorable Earl L. Butz
Secretary of Agriculture
Washington, D. C. 20250

Dear Mr. Secretary:

The Federal Advisory Council on Occupational Safety and Health will hold its 31st Annual Federal Safety and Health Conference in Chicago, Illinois, on October 18, 19 and 20, 1976, in conjunction with the National Safety Congress. As soon as the program is finalized, we will send you a copy. This Conference establishes a common meeting ground to collectively discuss new developments and approaches for a coordinated effort in the Federal Government's occupational safety and health program. We estimate that this Conference will be attended by some 500 to 600 Federal safety and health managers, management officials, and labor union representatives.

I would appreciate your authorizing those individuals responsible for administering your agency's safety and health programs to attend the Conference. In addition, I would also recommend that you authorize the attendance of chairmen of our field Federal safety and health councils who are employed by your agency, safety representatives of labor organizations, and others directly involved in safety and health activities. Their participation is essential if we are to have a successful occupational safety and health program in the Federal Government that meets the requirements of Section 19 of the Occupational Safety and Health Act, Executive Order 11807, and 29 CFR 1960.

I am confident that I can count on your full cooperation in making this Conference a success.

Sincerely,

ACTING M B Mahon

Secretary of Labor

August 31, 1976

PROGRAM

31st ANNUAL FEDERAL SAFETY AND HEALTH CONFERENCE

MONDAY AFTERNOON — October 18, 1976

GREAT HALL - PICK CONGRESS HOTEL

2:00 PM — CONFERENCE CONVENES

Presiding: Dr. Morton Corn
Assistant Secretary of Labor
Department of Labor
Washington, D.C.

INVOCATION

Lieutenant Gary R. Allen
Chaplain
RNMCB 25
Great Lakes, Illinois

2:15 PM — A LOOK AT SAFETY FROM CAPITOL HILL

Joseph C. Luman
Staff Director
Manpower and Housing Subcommittee
House Committee on Government Operations
U. S. House of Representatives
Washington, D.C.

3:00 PM — PRESENTATION OF AWARDS

Joseph C. Luman
Staff Director
Manpower and Housing Subcommittee
House Committee on Government Operations
U. S. House of Representatives
Washington, D.C.

Dr. Morton Corn
Assistant Secretary of Labor
Department of Labor
Washington, D.C.

3:15 PM ADOPTING TO CHANGE - 29 CFR 1960

Anthony F. Ingrassia
Director
Office of Labor Management Relations
Civil Service Commission
Washington, D.C.

3:45 PM DOD AND THE OCCUPATIONAL SAFETY AND HEALTH ACT

George Marienthal
Deputy Assistant Secretary of Defense
(Environment and Safety)
Department of Defense
Washington, D.C.

4:15 PM CLOSING REMARKS

Dr. Morton Corn
Assistant Secretary of Labor
Department of Labor
Washington, D.C.

TUESDAY MORNING — October 19, 1976

GOLD ROOM - PICK CONGRESS HOTEL

Presiding: John M. Kanak
Director of Safety
Department of Health, Education, and Welfare
Washington, D.C.

9:00 AM — FEDERAL SAFETY - NEXT STEPS

Vincent Tofany
President
National Safety Council
Chicago, Illinois

9:30 AM — LABOR MANAGEMENT RELATIONS FORUM

Moderator - Thomas R. Donahue
Executive Assistant to the President
AFL-CIO
Washington, D.C.

Panel - Warren Brecht
Assistant Secretary (Administration)
Department of the Treasury
Washington, D.C.

George H.R. Taylor
Executive Secretary
AFL-CIO Standing Committee on Occupational Safety & Health
Washington, D.C.

Paul Heitmeyer
Safety Manager
Department of Transporation
Washington, D.C.

David H. Green
Chief, Labor Management Relations
Office of the Assistant Secretary of Defense
(Manpower and Reserve Affairs)
Washington, D.C.

11:00 AM IMPLEMENTING A SAFETY AND HEALTH PROGRAM AT THE FIELD LEVEL

A. Sally Balasko
Safety Director
Sharpe Army Depot
Lathrop, California

11:30 AM ADJOURN

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

October 6, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

White Mountain National Forest Advisory Committee

The White Mountain National Forest Advisory Committee is hereby renewed for a 2-year period. Renewal is in the public interest in connection with duties imposed upon the Department by law.

This is a local Forest Service advisory committee established by the Forest Service on October 15, 1970, to advise the Forest Supervisor of the White Mountain National Forest in Laconia, New Hampshire, about policies, programs, and plans affecting management of the National Forest.

The committee is needed to obtain the counsel of informed, leading citizens on policies and programs affecting the management and use of natural resources on Federal lands.

It is planned to appoint a balanced membership drawn from research, industry, education, conservation, public affairs, women's clubs, medical and legal professions, and local government.

This memorandum incorporates the charter of the White Mountain National Forest Advisory Committee as follows:

Objectives and Scope: The scope of the committee shall include the areas of policy, programs, and planning affecting the administration of Forest Service activities in the White Mountain National Forest. The objective of the committee shall be to provide the benefit of involving a cross section of interested citizens in the decisionmaking process of the White Mountain National Forest. The responsibility for final decisions will, however, remain with the Forest Service in accordance with existing laws and regulations.

Time Period Necessary to Carry Out Purpose and Termination Date: Two years, from October 15, 1976 to October 15, 1978, unless the Assistant Secretary for Conservation, Research, and Education determines prior to the termination date that renewal is in the public interest.

Committee Reports To: Forest Supervisor, White Mountain National Forest, Region 9, Forest Service, USDA.

Support Provided By: Forest Service, USDA.

Duties: To study, discuss, and advise the Forest Supervisor on management activities on the White Mountain National Forest. Agenda items shall be developed by the Forest Supervisor and the committee.

Estimated Annual Operating Cost: $3,240 with .4 man-years of staff support. Members may, at their option, be reimbursed by the Forest Service for their travel and per diem costs.

Estimated Number and Frequency of Meetings: Four meetings per year. Meetings will be open to the public.

Officers and Membership: Membership will consist of a maximum of 18 to be appointed by the Forest Supervisor of the White Mountain National Forest. Membership terms shall be for two years. Two Officers shall serve as follows:

Chairman - Forest Supervisor, White Mountain National Forest
Secretary - Information Officer, White Mountain National Forest

Robert W. Long
Assistant Secretary for Conservation,
Research and Education

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OCTOBER 29, 1976

MEMORANDUM FOR HEADS OF AGENCIES

Submission of Legislative Proposals

The Department's legislative program for the first session of the 95th Congress has been approved and has been transmitted to the Office of Management and Budget.

Agencies should begin preparing their proposals for transmittal to the Congress when it convenes on January 4, 1977. Priority should be given to those proposals which may be included in Presidential messages (budget, economy, etc.), and those that come under Section 607 of the Budget and Impoundment Control Act of 1974 (P.L. 93-344).

Under Section 607, any request for legislation authorizing new budget authority or the continuation of a program for Fiscal Year 1979 must be submitted to the Congress no later than May 15, 1977. Accordingly, these proposals should be prepared to allow sufficient time to clear the agency and the Office of the General Counsel so that the proposals reach the Division of Legislative and Financial Reporting, OMF, no later than February 15, 1977. The Division of Legislative and Financial Reporting, OMF, will obtain Department clearance in time to meet the deadline established by the Office of Management and Budget.

Section 607 of the Budget and Impoundment Control Act of 1974 reads as follows:

YEAR-AHEAD REQUESTS FOR AUTHORIZATION OF NEW BUDGET AUTHORITY

Sec. 607. Notwithstanding any other provision of law, any request for the enactment of legislation authorizing the enactment of new budget authority to continue a program or activity for a fiscal year (beginning with the fiscal year commencing October 1, 1976) shall be submitted to the Congress not later than May 15 of the year preceding the year in which such fiscal year begins. In the case of a request for the enactment of legislation authorizing the enactment of new budget authority for a new program or activity which is to continue for more than one fiscal year, such request shall be submitted for at least the first 2 fiscal years.

Richard L. Feltner

RICHARD L. FELTNER
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Personnel
Washington, D.C. 20250

December 14, 1976

MEMORANDUM TO ALL EMPLOYEES

Employee Responsibilities and Conduct Semiannual Reminder

Title 7, Part 0.735.3(e) of the Code of Federal Regulations requires that all Department employees be reminded of their obligations and responsibilities on a semiannual basis.

Of particular concern, at this time of year, is the employees of the Department being offered gifts by individuals representing organizations having official business dealings with the Department.

On June 15, 1976, the Department amended its conduct regulations. Specifically, Part 0.735-12 was amended to read:

> "(a) Except as provided in paragraphs (c) and (f) of this section, employees shall not solicit or accept, for themselves, or another person, directly or indirectly, any gift, gratuity, favor, entertainment, loan, unusual discount, special consideration or any other thing of monetary value (including complimentary meals and beverages, tangible items, tickets and passes)" from any party who has or who is seeking to engage in procurement activities or other contractual, business or financial relations with the Department.

The above includes those items that are given to a member of the employee's immediate family by the person having or seeking to do business with the Department. It also includes the acceptance of such items as meat products, alcoholic beverages, jewelry, and cuff links.

If you have a question on whether something should be accepted, please contact your Agency Personnel Officer.

S. B. PRANGER
Director of Personnel

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

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Directives Branch
A.D

December 15,1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Changes in Top Level Positions

Effective October 19, 1976, under the provisions of Public Law 94-561, the position of Under Secretary was elevated to Deputy Secretary and a new position of Assistant Secretary of Agriculture to be appointed by the President, by and with the advice and consent of the Senate, was established. In addition, the position of Administrator, APHIS, was elevated to Executive Level V.

John A. Knebel
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 22, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Shippers Advisory Committee

The Shippers Advisory Committee was established February 22, 1939, under the provisions of Federal Marketing Order 905, as amended (7 CFR Part 905), which regulates the handling of oranges, grapefruit, tangerines, and tangelos grown in Florida. The order is effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601-674). The Shippers Advisory Committee acts in an advisory capacity to the Growers Administrative Committee. Because the Shippers Advisory Committee furnishes advice essential to the operation of the marketing order program, I have determined, pursuant to the Federal Advisory Committee Act (86 Stat. 770), that it shall be renewed. Such action is in the public interest in connection with the performance of duties conferred upon the Department by law.

The duties of the Shippers Advisory Committee cannot reasonably be completed in less than 2 years. The Shippers Advisory Committee will terminate 2 years from the date of this memorandum, unless a determination is made, not more than 60 days prior to that date, that its continued existence is in the public interest.

Membership on the Shippers Advisory Committee shall be as set forth in the order. At least three members and their alternates shall be from nominees submitted by bona fide cooperative marketing organizations which are handlers. The remaining members and their alternates shall be from nominees submitted by handlers other than cooperative marketing organizations, with at least three members and their alternates being handlers and likewise producers.

The purpose of the Shippers Advisory Committee is to recommend appropriate regulations for any variety of fruit, covered by the order, during such period or periods as it deems appropriate to the Growers Administrative Committee.

The Chairman and Vice Chairman will be elected by members of the Shippers Advisory Committee. The Officer in Charge, Fruit and Vegetable Division, Lakeland Marketing Field Office, Lakeland, Florida, is designated to attend meetings of the Shippers Advisory Committee as the official Department of Agriculture representative. The Manager, Growers Administrative Committee, will keep all records for the Shippers Advisory Committee.

It is anticipated that the Shippers Advisory Committee will meet about twenty times each crop year at the call of the Chairman.

The organization having primary responsibility for the operation of the Shippers Advisory Committee and for providing operating costs and staff support is the Growers Administrative Committee of Marketing Order No. 905. Annual operating costs of the Shippers Advisory Committee total about $3,500. Funds for the operation of the Shippers Advisory Committee are obtained by assessment on handlers of the regulated commodity. There is no cost to the Government.

This Memorandum also serves as the charter for the Shippers Advisory Committee.

The unnumbered Secretary's Memorandum to Heads of Department Agencies dated January 6, 1975, is hereby superseded.

Richard L. Feltner

Richard L. Feltner
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 27, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Appointment of Assistant Secretary
for Agricultural Economics

Dr. Don Paarlberg was appointed to the position of Assistant Secretary for Agricultural Economics effective December 10, 1976.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 29, 1976

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Forest Service Grazing Advisory Boards

The 47 National Forest Grazing Advisory Boards named on the attached list are hereby renewed for a 2-year period. Renewal is in the public interest in connection with duties imposed upon the Department by law.

These are local advisory boards established by the Secretary of Agriculture on March 5, 1975, under his own authority (36 CFR 231.10). Their purpose is to provide National Forest System grazing permittees a means for expressing their recommendations concerning the management and administration of the range resources of the National Forest System.

The function of the Grazing Advisory Boards cannot be performed by the Forest Service, nor by other existing advisory committees. These boards are needed to provide a common understanding between permittees and Forest Officers on program planning and management objectives that might otherwise have to be resolved through administrative appeal procedures. It is more effective and efficient for the Forest Service to deal with the elected Grazing Advisory Boards rather than with up to 400 permittees from within the designated grazing area which the board represents. Advisory boards may also consider the complaints and appeals of the grazing permittees they represent and make recommendations thereon.

It has, therefore, been determined that renewal of 47 National Forest Grazing Advisory Boards, named on the attached list, for an additional 2-year period is necessary and in the public interest in connection with the performance of duties imposed on the Forest Service by law.

In order to obtain equitable representation of all grazing permittees in the area for which each board is established, regulation 36 CFR 231.10 provides that board members be elected by the grazing permittees in this area for which such board is established. Membership is limited to 3-12 members. A chairman is elected by the board from among its membership. The Forest Supervisor shall recognize the duly elected board and preside over each meeting, with authority to adjourn if in the public interest.

Separate charters will be prepared and filed for each of the 47 Grazing Advisory Boards in compliance with Public Law 92-463.

ATTACHMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
Forest Service

GRAZING ADVISORY BOARDS

Apache National Forest Grazing Advisory Board
Bighorn National Forest Grazing Advisory Board
Boise National Forest Grazing Advisory Board
Caddo National Grasslands Grazing Advisory Board
Caribou National Forest Grazing Advisory Board
Carrizo Grazing Advisory Board
Challis National Forest Livestock Advisory Board
Cibola National Forest Grazing Advisory Board
Coconino National Forest Grazing Advisory Board
Descanso District Grazing Advisory Board
Deschutes National Forest Cattlemen's and Wool Growers' Advisory Board
Fremont National Forest Grazing Advisory Board
Gila National Forest Grazing Advisory Board
Gunnison Valley Forest Grazing Advisory Board
Humboldt National Forest Grazing Advisory Board
Klamath National Forest Grazing Advisory Board
Lyndon B. Johnson National Grasslands Advisory Board
Malheur National Forest Grazing Advisory Board
Manti-LaSal National Forest--Manti Division Grazing Advisory Board
Medicine Bow National Forest Grazing Advisory Board
Miguel District Grazing Advisory Board
Modoc National Forest Grazing Advisory Board
Montezuma Section, San Juan Grazing Advisory Board
Nebraska National Forest Grazing Advisory Board
North Kaibab Grazing Advisory Board
Ochoco National Forest Grazing Advisory Board
Ouray District Grazing Advisory Board
Prescott National Forest Grazing Advisory Board
Rio Grande National Forest Grazing Advisory Board
Routt National Forest Grazing Advisory Board
Samuel R. McKelvie National Forest Grazing Advisory Board
San Juan Section, San Juan Grazing Advisory Board
Santa Fe National Grazing Livestock Advisory Board
Shoshone National Forest Livestock Advisory Board
Sitgreaves National Forest Grazing Advisory Board
South Kaibab Grazing Advisory Board
Spearfish District Grazing Advisory Board
Stanislaus Forest-wide Livestock Advisory Board
Taos-Penasco-Questa Division Grazing Advisory Board
Tierra Amarillo Division Grazing Advisory Board
Timpas Unit Grazing Advisory Board
Tonto National Forest Grazing Advisory Board

Umatilla National Forest Grazing Advisory Board
Union County Grazing Advisory Board
Uinta National Forest Grazing Advisory Board
Wallowa-Whitman National Forest Grazing Advisory Board
Winema National Forest Grazing Advisory Board

Paul A. Vander Myde

PAUL A. VANDER MYDE
Deputy Assistant Secretary